

**GENERAL DATA PROTECTION POLICY
James Hannington Memorial Trust (JHMT)**



What types of information does JHMT collect about people?

- 1) Bank Sort Code and Account Number
- 2) Name and address including postcode (because of Gift Aid return to HMRC)
- 3) Amounts donated/recovered from HMRC for ministry
- 4) Ministry Reports
- 5) Internal (to JHMT) notes following meetings with Mission Partners
- 6) Gift Aid Declarations
- 7) EM addresses and telephone numbers.

Does JHMT share that information with anyone?

- 1) HMRC
- 2) The recipients of those that are supported through JHMT
- 3) CAF Bank
- 4) Annual Report & Accounts
- 5) AGM Report
- 6) Prayer points/requests for the BH church family
- 7) BH Website/Blog link to JHMT.

What steps does JHMT take to make sure it stays private and secure?

- 1) Treasurer and Examiner of Accounts are the only persons with access to accounting records
- 2) IT for recording accounts by the Treasurer is passcode protected, and back ups undertaken
- 3) The Treasurer triggers all payments and these are authorized by the Chair and a Foundation Trustee
- 4) Only the Treasurer, and on occasions the banker to the PCC, do the banking.

How long does JHMT keep your information?

"We will keep information for as long as we need it for the purposes for which it was collected. This will vary depending on the type of information. Certain information is required to be retained for at least 7 years"

Does JHMT transfer information outside of the UK?

Yes, but always via a mission agency. Limited to amounts being donated. No names of individual donors supplied.

PRIVACY NOTICE:

On the 25th May 2018, the General Data Protection Regulation (GDPR) comes into effect. This concerns extra safeguards about the handling and storing of personal data that the James Hannington Memorial Trust (JHMT) and our World Mission Coordinator hold for those in Christian ministry, and for those that support Christian ministry.

In accordance with the GDPR, the trustees of JHMT and the leadership of our World Mission wish to make clear what data we hold and how we use it:

Your data that we hold:

- 1) Your name, postal and EM address, and telephone number
- 2) The amounts that you donate towards our ministry
- 3) The names of our mission partners and mission agencies for whom your donations are made
- 4) Copies of ministry reports, newsletters from our mission partners.

How do we use your data?

- 1) To maintain accounting records
- 2) To recover gift aid where appropriate
- 3) To make payments to individuals and/or mission agencies as directed by you
- 4) To keep the BH church family informed of the prayer requests and latest news of our mission partners
- 5) The Chairperson writes to donors (where JHMT holds their contact details) to thank them for their prayer and financial support to the ministry of JHMT.

How is your personal data protected?

- 1) All electronic data (financial and otherwise) is stored on the password protected computer of the Treasurer/Secretary with constant "Apple" Time Machine (hourly) and Memory Stick (monthly) back ups. Memory Stick back ups (financial information only) are stored in a separate room at the home of the Treasurer/Secretary. In so far as World Mission is concerned, all electronic data is stored on a password protected computer
- 2) All hard copies of data are held securely at the home of the Treasurer/Secretary and, in the case of World Mission, at the home of the World Mission Coordinator

- 3) Copies of all Trustee Meeting Minutes (which can make reference to personal data) are held at the office of Bishop Hannington Church
- 4) All data is shared on a confidential basis with the trustees of JHMT and the operations manager of Bishop Hannington Church office. Trustees who receive electronic communications use password protected computers.
- 5) In respect of prayer requests and other relevant information relating to our Mission Partners, with the permission of our Mission Partners, such information is shared with the Church family (either by way of the Mission Board in the Church building, during prayer time and/or at Small Group meetings)
- 6) When it is appropriate to destroy hard copies of data, documents are shredded.

NOTE - Written permission has been gained from each mission partner to share information as follows:

- 1) Prayer requests & newsletters with Church family members and appeal/fundraising information leaflets (printed copies of newsletters are accessible to those visiting/entering the church as they are displayed on the world mission board)*
- 2) Short videos sent by mission partners themselves shown to church members*
- 3) Reports/photos on trips to visit mission partners to be previewed by relevant mission partners first*
- 4) BH website includes mission partner profiles (names, a photo & brief description of ministry) and occasional mission blogs containing information about financial appeals and how the mission partner would be supported financially*

We will not share personal addresses, email addresses, contact details on the website.

If you require more information relating to your personal data held by JHMT, please contact our Chairperson on harding.bn41@tiscali.co.uk Treasurer/Secretary on roger_bellamy@btinternet.com, our World Mission Coordinator on the lambrettas@btinternet.com or read our full Privacy Notice on the Mission section of the Bishop Hannington Church website www.bhmc.org.uk

