

Cromer PCC Statement of Processing Activity



CROMERCHURCH
transforming lives with Jesus Christ

What do we process personal data for?

We process data about our employees

- Who? Church Administrator, PCC Treasurer, Finance Assistant, Incumbent, Churchwardens
How? Using ChurchSuite¹ and a range of bespoke spreadsheets and online tools
Where? Church office computers, PCC Treasurer's computer
Basis? Contract or Legal obligation

We process data about our members and the members of groups we run

- Who? Office staff, Parish staff, Churchwardens and other key staff and volunteers²
How? Using ChurchSuite, Google G-Suite³, spreadsheets, word-processed and manual lists
Where? Church office computers, computers belonging to those listed above, manual files
Basis? Legitimate interest

We process data to manage Small Groups

- Who? Small Group leaders, Incumbent, Churchwardens, Church Administrator²
How? Using ChurchSuite, Google G-Suite, spreadsheets, word-processed and manual lists
Where? Church office computers, computers belonging to those listed above, manual files
Basis? Legitimate interest

We process data to manage rotas and ministry teams

- Who? Ministry Leaders, Rota Managers, Parish Staff, Churchwardens, Church Administrator²
How? Using ChurchSuite, Google G-Suite, spreadsheets, word-processed and manual lists
Where? Church office computers, computers belonging to those listed above, manual files
Basis? Legitimate interest

We process data to manage our children's Sunday Club groups

- Who? Sunday Club Leaders, Parish Staff, Church Administrator, Churchwardens²
How? Using ChurchSuite, spreadsheets, word-processed and manual lists
Where? Church office computers, computers belonging to those listed above, manual files
Basis? Legitimate interest, Parental Consent for those under 13

We process data to provide a voluntary service for the benefit of the public as specified in our constitution, fundraising and promoting the interests of the charity

- Who? Office staff, Parish staff, Churchwardens, Ministry Leaders and other key staff and volunteers¹
How? Using ChurchSuite, Google G-Suite, spreadsheets, word-processed and manual lists

¹ ChurchSuite processes data on our behalf in accordance with their own privacy and security policies.

² The Cromer Church System Manager (sysadmin@cromer-church.org.uk) and Data Protection Lead (dataprotection@cromer-church.org.uk) also process these data.

³ Google processes data on our behalf in accordance with their own privacy and security policies.

Where? Church office computers, computers belonging to those listed above, manual files

Basis? Legitimate interest

We process data to maintain our accounts, records of giving and the Gift Aid scheme

Who? Gift Aid Scheme Manager, PCC Treasurer, Finance Assistant, Incumbent

How? ChurchSuite, Stripe⁴ and a range of bespoke spreadsheets

Where? Church office computers, PCC Treasurer's computer, Gift Aid Scheme Manager's computer

Basis? Legal obligation

We process data to manage the Electoral Roll

Who? Electoral Roll Officer¹

How? Using ChurchSuite

Where? Church office computers, computer belonging to the Electoral Roll officer

Basis? Legal obligation

We process data to manage the Church Directory

Who? Incumbent, Church Administrator, Churchwardens¹

How? Using ChurchSuite

Where? Church office computers, computers belonging to those listed above

Basis? Consent

We process data to keep those connected with Cromer Church informed about news, events, activities, courses and services

Who? Weekly News Admin, Church Administrator, Parish staff, Churchwardens, Ministry Leaders¹

How? MailChimp⁵ mailing lists, ChurchSuite

Where? Church office computers, computers belonging to those listed above

Basis? Consent

We process data to enable the Repps Deanery and the Diocese of Norwich to keep those connected with Cromer Church informed about news, events, activities, groups, courses and services in the wider church.

Who? Weekly News Admin, Church Administrator, Parish Staff, Churchwardens¹

How? MailChimp mailing lists, ChurchSuite

Where? Church office computers, computers belonging to those listed above

Basis? Consent

We do not process data using artificial intelligence or make decisions based on profiling

Version: 1.3

Updated: October 2019

⁴ Stripe and GoCardless process card and Direct Debit payment data on our behalf, in accordance with their own privacy and security policies.

⁵ MailChimp processes mailing list data on our behalf, in accordance with their own privacy and security policies.