Data Protection and Handling DBS Policy

Reviewed and accepted Signed *PSFermor* **08/03/2026**

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Data Protection Notice and Form

How we (Deal Pentecostal Church) use your information

We are committed to safeguarding the privacy of your information.

Why do we collect and use your information?

We collect and use your information to contact you, to send you our sermon notes (when requested) and other communications regarding our activities, to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law regarding data sharing. We do not share your information with others except as described in this notice.
We also hold list of Names and Contacts of Church Attendees that is available to other Attendees. Your details will only be on this list if you give your consent (see **Data Consent Form**). We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it.

The categories of information that we may collect, hold and share include:

- ✓ Personal information (such as name, telephone, address and email address)
- ✓ Characteristics (such as gender, ethnicity, language, nationality, country of birth)
- ✓ Gift Aid declarations

Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Specifically, we retain details of Attendees whilst still current; Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and Registers (baptisms, marriages, funerals) permanently.

Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact the Pastor.
You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, please contact us. If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

General Data Protection Regulation Legitimate Interests Assessment

We collect and use information about Church Attendees to contact them, to send them sermon notes (when requested) and other communications regarding our activities, to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law regarding data sharing. We do not share their information with others except as described in our **Data Protection Policy and Privacy Notice.**

This information is only available to the Church Leadership for Pastoral Care and we believe that this comes under the *General Data Protection Regulation Legitimate Interests* so we have not expressly requested the permission of our Church Attendees.

We also have information (restricted to Names and Contact details) that is available to other Church Attendees. This information is held with the Church Attendees express permission (see **Data Consent Form below**).

General Data Protection Regulation Legitimate Interests Checklist

- ✓ We have checked that **Legitimate Interests** is the most appropriate basis.
- ✓ We understand our responsibility to protect the individual's interests.
- ✓ We have conducted a **Legitimate Interests Assessment** (**LIA**) and kept a record of it, to ensure that we can justify our decision.
- ✓ We have identified the relevant **Legitimate Interests**.
- ✓ We have checked that the processing is necessary and there is no less intrusive way to achieve the same result.
- ✓ We have done a balancing test, and are confident that the individual's interests do not override those legitimate interests.
- ✓ We only use individuals' data in ways they would reasonably expect, unless we have a very good reason.
- ✓ We are not using people's data in ways they would find intrusive or which could cause them harm, unless we have a very good reason.
- ✓ If we process children's data, we take extra care to make sure we protect their interests.
- ✓ We have considered safeguards to reduce the impact where possible.
- ✓ We have considered whether we can offer an opt out.
- ✓ If our **LIA** identifies a significant privacy impact, we have considered whether we also need to conduct a **DPIA**.
- ✓ We keep our **LIA** under review, and repeat it if circumstances change.
- ✓ We include information about our **Legitimate Interests** in our privacy notice.

Handling of DBS Certificate Information

2.1 General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Deal Pentecostal Church complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage,

retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

2.2 Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

2.3 Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it. In addition, organisations that require retention of certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits may be legally entitled to retain the certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the individual organisation's policy on the correct handling and safekeeping of DBS certificate information.

2.4 Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

2.5 Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

2.6 Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

2.7 Acting as an umbrella body

Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the code of practice and in full accordance with this policy. We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Data Consent Form

Your privacy is important to us, and we want to communicate with you in a way that has your consent, but which is also in line with UK law on data protection.
As a result of a change in UK law, we now need your consent to how we contact you.
Please fill in the contact details you want us to use to communicate with you:

Name: _____

Address: _____

_____

Date of Birth: _____ Phone Number: _____

Email Address: _____

By signing this form you are confirming that you are consenting to the Leadership of Deal Pentecostal Church holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

☐ I consent to including my details in the '**Church Directory**' which is circulated to Church Attendees.

☐ I consent to being informed about news, events, activities and services at Deal Pentecostal Church (note you can unsubscribe at any time).

☐ I wish to join the Church WhatsApp group

Signed: _____ Dated: _____

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm (so for example, without your consent, we may not be able to let you know about forthcoming services and events). You can find out more about how we use your data from our "**Data Protection Notice and Form**" which is available from our website or from the Church Office.

You can withdraw or change your consent at any time by contacting the Church Office at Deal Pentecostal Church 69 Mill Hill, Deal, Kent. CT14 9EW or dealpentecostal@gmail.com. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.