

MCC Newcastle Privacy Policy - 2007

Personal Information

The Board and other Church leaders will show particular care around the collection, use, retention and disposal of personal information relating to Church members, friends and visitors.

It is inadvisable for any individual leader or member to make use of personal information without first seeking the guidance and approval of the Board. In addressing such issues, the Board will always consider risk management issues and any legal obligations, including our responsibilities under the Data Protection Act 1998. The Board may well feel the need to seek wider guidance from the Regional Elder or other Fellowship sources in some circumstances.

Church Records

1. **Membership Records** – The Pastor, Secretary and persons responsible for outreach and Church pastoral care will keep a record of the names and addresses for every member, friend and visitor to the Church, and other essential contact information as people are willing to provide, including telephone numbers and e-mail addresses. We shall also keep a simple record of attendance.

We shall keep all membership records in a securely locked place, whether on paper or electronically. We shall not pass on this information to any other member, except for essential purposes to enable that member to fulfil a specific Church responsibility.

2. **Pastoral Records** – The Pastor will keep a minimum record of any pastoral information about members, friends and visitors to the Church, necessary for the sole purpose of maintaining a pastoral relationship. S/he will keep any pastoral records in a securely locked place, whether on paper or electronically.
3. **Church Minutes** – The Pastor and Secretary will keep a copy on file of the minutes of every Congregational Meeting and Board meeting, and will display on the Church notice-board a copy of the minutes of all open meetings. The Church Coordinator and the Secretary will keep a copy of the minutes of all closed sessions of Board meetings in a securely locked place, whether on paper or electronically.
4. **Financial Records** – The Pastor and Treasurer will keep a copy on file of the financial statements approved at every Congregational Meeting and Board meeting. The Treasurer will keep a separate file of all records of committed giving in a securely locked place, whether on paper or electronically.
5. **Personnel Records** – The Pastor will keep a copy on file of all personnel records relating to any Church staff, including paid and voluntary staff. The designated Link Person on the Board will keep the personnel records of any Pastor of the Church. Personnel records will be kept in a securely locked place, whether on paper or electronically.
6. **CRB Disclosures** – Special legal rules apply to the use, retention and disposal of disclosures of information following criminal background checks – see the policy on CRB Background Checks.

Disposal of Information

1. We shall keep membership records for a maximum of five years after an individual's relationship with the Church has ended.
2. We will retain all minutes of meetings in perpetuity.
3. We shall retain all financial statements in perpetuity.
4. We shall keep records of committed giving for a maximum of six years after an individual's relationship with the Church has ended.
5. We shall keep personnel records for a maximum of five years after an individual's relationship with the Church has ended.
6. At the appropriate time we shall dispose of all personal information relating to Church members, friends and visitors by shredding.

Website Privacy

MCC Newcastle understands and respects the value that Church attenders place on their personal privacy. We shall only put personal information identifying Church leaders, members and other attenders on the Church's website with their express permission. Personal information in this context includes names, addresses, telephone numbers, e-mail addresses, photographs and video-streams.

MCC Newcastle also understands and respects the view that visitors to our website need to feel certain that their privacy is being protected. We will use only personally identifiable information obtained through the website to deliver e-mail to someone who uses the website specifically to request a response from the Church. We will provide information on the website about this policy and how to stop the arrival of unwanted e-mail.

MCC Newcastle may use statistic-tracking software in order to collect information (such as the type of browser and computer operating system used or the domain name of an internet service provider), which does not identify visitors to the website. We shall collect and use this information solely to learn more about how to improve the website.