



ORCHARD CHURCH

Privacy Policy

How Church in the Community Group of Churches uses your information:

Your privacy is important to us. 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 with newsletters and information about events that we are hosting from our church locations, to provide 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 or detailed further in our Data Protection Policy.

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

- Personal information (such as name, telephone number, address, and email address)
- Characteristics (such as gender, ethnicity, nationality, and country of birth)
- Still photographs, video recordings and CCTV images where individuals can be identified

Why do we collect photos and videos at our locations?

We collect photos and videos at our church locations for use in a range of printed and online media. All public events may have photos and videos throughout the day. All regular church activities will provide warning or gain consent before filming takes place. You can make a query about photos and videos by contacting us at safeguarding@orchardchurch.org.uk.

CCTV Monitoring:

To help protect the safety of children, adults at risk, volunteers, visitors, church property and facilities, CCTV systems operate at our church premises.

CCTV may monitor external areas of church buildings, including entrances, exits, car parks and surrounding grounds. CCTV may also operate within designated internal communal activity areas where required for safeguarding purposes.

We use CCTV recordings for:

- Safeguarding children and adults at risk
- Protecting volunteers, staff and visitors
- Assisting with the investigation of safeguarding concerns, accidents, incidents, complaints or allegations
- Supporting the security of our premises and property
- Assisting with insurance claims, legal proceedings or regulatory requirements where necessary

The lawful basis for this processing is Article 6(1)(f) UK GDPR - Legitimate Interests, as we have a legitimate interest in maintaining a safe and secure environment and supporting our safeguarding responsibilities.

Orchard Church

Meriden Avenue, Stourbridge, DY8 4QL

www.orchardchurch.org.uk

01384 465 499

info@orchardchurch.org.uk

Orchard Church is a working name for Church in the Community Group of Churches, a charity registered in England & Wales (1159061) and a registered company (08307569).



CCTV footage is not routinely monitored. Recordings are only reviewed where there is a safeguarding concern, security incident, accident, complaint, allegation, legal requirement or other legitimate need to do so.

Access to recorded footage is strictly restricted to authorised individuals who require access for safeguarding, security, legal, insurance or regulatory purposes.

CCTV recordings are normally retained for up to 31 days and are then automatically deleted unless they are required as part of an ongoing investigation, insurance claim or legal process.

Further information about our use of CCTV is available on request. If you have questions about our use of CCTV or wish to exercise your data protection rights, please contact us at safeguarding@orchardchurch.org.uk.

Data Protection and Young People:

Where appropriate, we seek parental or guardian consent before collecting and using personal information relating to children and young people, except where another lawful basis applies. For more information on our handling of safeguarding, please see our Safeguarding policy.

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. We take reasonable steps to ensure that personal information remains accurate and up to date. You are always able to check what information we are holding and ensure that we are holding accurate information by contacting us at info@orchardchurch.org.uk.

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.

Is something wrong?

We take the matter of data protection very seriously. If you feel you have concerns about how we collect, use, or store your personal data, including CCTV recordings, please contact us at safeguarding@orchardchurch.org.uk.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO). Further information can be found at www.ico.org.uk.

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