

# GDPR Data Protection Policy: Tabernacle of God for all Nations (ToG FAN)

Registered Charity Number: 1216356

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## 1. Introduction and Scope

This policy outlines how the Tabernacle of God for All Nations (ToG FAN) complies with the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. ToG FAN is committed to processing personal data fairly, lawfully, and transparently. This policy applies to all personal data handled by the church, its leaders, staff, and volunteers.

## 2. Data Protection Officer (DPO) & Contact Details

To ensure accountability and the protection of individual rights, the church has appointed a Data Protection Officer.

Data Protection Officer: Pastor Joseph Bas

Email: [pastor.joseph@tabernacleofgod.co.uk](mailto:pastor.joseph@tabernacleofgod.co.uk)

Mobile: 07466143399

Exercising Your Rights: Should you wish to exercise any of your rights (such as requesting a copy of your data, correcting inaccuracies, or withdrawing consent), please contact the DPO directly using the details above. We aim to respond to all valid requests within one month.

## 3. The Data Protection Principles

ToG FAN adheres to the six principles of GDPR. Personal data must be:

Processed lawfully, fairly, and transparently.

Collected only for specified, explicit, and legitimate purposes.

Adequate, relevant, and limited to what is necessary.

Accurate and kept up to date.

Kept only as long as is necessary.

Processed securely.

## 4. Categories of Data Processed

Data Category	Purpose and Basis	Retention
Contact Data (Name, phone, email)	Communication, pastoral care, and updates. (Legitimate Interest/Consent)	Until engagement ceases or consent is withdrawn.
Financial Data (Donations, Gift Aid)	Tax reclamation and financial records. (Statutory Obligation)	Minimum of 6 years after tax year end (HMRC requirement).
Trustee/Staff Data (DOB, Tax info)	Legal appointments and payroll. (Statutory Obligation)	6 years after the individual ceases their role.
Sensitive Data (Health, Safeguarding)	Necessary pastoral care or safety. (Legal Obligation/Vital Interest)	Strictly confidential; kept only as long as required by law.

## 5. Legal Basis for Processing

Legitimate Interest: Core church administration and communication.

Consent: Specific sign-ups (e.g., newsletters). Can be withdrawn at any time.

Legal Obligation: Statutory requirements for Charity Commission or HMRC (e.g., Gift Aid).

Vital Interest: Emergency life-or-death situations.

Religious Activities: Processing sensitive data in the course of legitimate non-profit religious activities.

## 6. Photos and Videos of the Congregation

General Crowd Shots: Photos of worship or large gatherings are processed under Legitimate Interest to reflect church life.

Focal Shots: Explicit Consent will be obtained before publishing any photo where an individual is the primary focus.

Children: A specific Media Consent Form must be signed by parents/guardians before filming or photographing minors.

Opt-Out: Attendees may inform the production or leadership team if they do not wish to be filmed. Clear signage will be displayed at venues during recording.

## 7. Data Security

Electronic Data: Stored on password-protected systems.

Physical Data: Stored in locked cabinets with restricted access.

Destruction: Data is securely shredded or digitally deleted once it is no longer required.

## 8. Individual Rights

You have the right to be informed, the right of access (Subject Access Request), the right to rectification, the right to erasure, the right to restrict processing, the right to data portability, and the right to object to certain types of processing.

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