



---

Crossfire  
Data Protection Policy

---

## Contents

[Overview](#)

[Definitions](#)

[Principles](#)

[Data Usage](#)

[Individuals' Rights](#)

[Data Collection & Storage](#)

[Our Website](#)

[Contact](#)

# Overview

## Aim and Purpose of this Policy

Crossfire needs to gather, store and process certain information about individuals. These include leaders, attendees, contacts and other individuals we have a relationship with. Crossfire has a duty of care and legal requirement to ensure data is processed and stored correctly.

The aim of this policy is to clearly outline how personal data must be collected, handled and stored in order to meet our data protection standard and comply with EU GDPR (General Data Protection Regulation).

# Definitions

## Data

Data means any information which is being processed, filed, recorded or held.

## Personal Data

Personal data means information which relates to a living individual who can be identified by the data.

## Sensitive Personal Data

Sensitive personal data means data consisting of information relating to:

- Physical or mental health
- Criminal offences

## Data Subject

Data subject means the individual who is the subject of data.

## Data Controller

Data controller means a person who determines the purposes for which and the manner in which personal data are processed.

# Principles

Crossfire complies with principles listed in Article 5 of GDPR which states the data shall be:

- A. Processed lawfully, fairly and in a transparent manner in relation to individuals;
- B. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- C. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- D. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- E. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- F. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

# Data Usage

## How Crossfire uses your data

Crossfire captures two types of data:

Mandatory Information	Optional Information
<p>Crossfire is required to obtain and store information relating to attendance at Crossfire events. This information includes:</p> <ul style="list-style-type: none"> <li>● Name</li> <li>● Address</li> <li>● Date of birth</li> <li>● Gender</li> <li>● National Health Number</li> <li>● Blood group</li> <li>● Doctor's contact information</li> <li>● Medical information</li> <li>● Medication information</li> <li>● Disability information</li> <li>● Dietary requirement information</li> <li>● Emergency contact details</li> <li>● DBS (Disclosure and Barring Service) Checks</li> </ul> <p>This information is considered lawful under 6(1)(d) of GDPR as data is held in order to protect attendees at Crossfire events:</p> <p><i>6(1)(d) – Processing is necessary to protect the vital interests of a data subject or another person</i></p>	<p>Crossfire collections optional information for purposes other than attendance at Crossfire events:</p> <ul style="list-style-type: none"> <li>● Name</li> <li>● Address</li> <li>● Email address</li> </ul> <p>This information is considered lawful under 6(1)(a) of GDPR as Crossfire will always explicitly and clearly ask for consent:</p> <p><i>6(1)(a) – Consent of the data subject</i></p>
<p>Information is stored for 25 years (in line with United Reformed Church policy).</p>	<p>This information will be kept up to date and retained until no longer required.</p>

## Third Parties

Crossfire will never share personal data with any other party other than in line with our Good Practice Policy or where the law requires.

# Individuals' Rights

## The right to be informed

Crossfire will clearly outline the purpose, lawful basis for processing, retention period, your rights and how to contact us (for example how to lodge a complaint).

## The right of access

Crossfire will, at your request and subject to verification of identity, provide you access to your data. There is no charge for this and it will be completed within one month.

## The right to rectification

Crossfire will rectify any inaccuracy or incomplete data within one month of notification.

## The right to erasure (The right to be forgotten)

Crossfire will erase personal data under the Optional Information category outlined above in the following circumstances:

- Consent is withdrawn
- Holding personal data is no longer necessary

## The right to restrict processing

Crossfire will restrict processing in line with GDPR.

## The right to object

Crossfire will stop processing data on the request of an individual.

# Data Collection & Storage

## Data Collection

When collecting Sensitive Personal Data online, Crossfire will always provide a secure, encrypted connecting (using HTTPS).

Crossfire will always explicitly outline the purpose for which data is being collected and the purpose for processing; this will be completed at the time of collection.

## Data Storage - Paper

Crossfire does not retain physical copies of paper records. In order for Crossfire to simplify its GDPR compliance processes, paper records which should be retained are stored digitally.

Where Crossfire is required to use paper records (for example during an event) information will be stored in a secure, locked location for which only specified individuals will have access. At the earliest opportunity paper records will, where relevant, be digitised and destroyed.

## Data Storage - Digital

In order to protect and centralise data, Crossfire stores digital data using Google and it is our policy not to allow for data to be stored locally or on individual devices.

Access to data is limited to those who have been provided the appropriate authority.

Only data which is deemed necessary to retain is stored.



# Our Website

## How We Use Cookies

Cookies are small text documents that are stored by your web browser on your computer or mobile device when you visit our website. They enable an enhanced experience for you by storing things such as your user details or preferences. The benefit for us is that they track your use of our site so we can analyse trends and improve our service. They don't tell us who you are. Our website can only see cookies that it has created, not those issued from any other website. You can decide whether or not to allow cookies on your computer.

## Your Browser

Browser specific instructions to block and remove cookies

Internet Explorer: <http://support.microsoft.com/kb/196955>

Firefox: <https://support.mozilla.org/en-US/products/firefox/protect-your-privacy/cookies>

Google Chrome: <http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647>

Opera: <http://www.opera.com/help>

Safari: [https://support.apple.com/kb/PH21411?viewlocale=en\\_US&locale=en\\_US](https://support.apple.com/kb/PH21411?viewlocale=en_US&locale=en_US)

Safari iOS: <http://support.apple.com/kb/HT1677>

Android: <https://support.google.com/chrome/answer/95647?hl=en&co=GENIE.Platform=Android>

Windows Phone: <https://support.microsoft.com/en-us/help/11696/windows-phone-7>

## More Information

You can find out more information about cookies online (<https://ico.org.uk/for-the-public/online/cookies/>) or by contacting us.

## Cookies We Use

Below is a table of the cookies used by our website:

Cookie Name	Cookie Category	Description	Duration
wordpress_	2	WordPress cookie for a logged in user.	session
wordpress_logged_in_	2	WordPress cookie for a logged in user	session
wordpress_test_	2	WordPress cookie for a logged in user	session
wordpress_test_cookie	2	WordPress test cookie	session
wp-settings-	1	Wordpress also sets a few wp-settings-[UID] cookies. The number on the end is your individual user ID from the users database table. This is used to customize your view of admin interface, and possibly also the main site interface.	1 year
wp-settings-time-	2	Wordpress also sets a few wp-settings-{time}-[UID] cookies. The number on the end is your individual user ID from the users database table. This is used to customize your view of admin interface, and possibly also the main site interface.	1 year
PHPSESSID	1	To identify your unique session on the website	session
SESS	1	To ensure that you are recognised when you move from page to page within the site and that any information you have entered is remembered.	session

# Contact

## Enquiries

Data related enquires should be directed, in writing, to the Data Controller.

## Complaints

Should you need to lodge a complaint regarding Data Protection please in the first instance direct your complaint, in writing, to the Data Controller.

If you are not satisfied and wish to take your complaint further you can contact Crossfire's parent organisation; GEAR (Group for Evangelism and Renewal). The current chair of the GEAR committee can be contacted by email at [chairman@gear.org.uk](mailto:chairman@gear.org.uk).

## Data Controller

**Full name:** Mark Steel

**Address:** 53 Essex Road, B75 6NR

**Phone:** 07968 729087

**Email Address:** markdsteel@gmail.com