

## **Privacy Policy**

### **Your personal data**

This statement sets out how we deal with any personal data we collect from you or that you provide to us.

We collect and deal with your personal data in accordance with the General Data Protection Regulations (GDPR). For the purpose of GDPR, the leadership team members are the data controllers of personal data we hold about you.

### **What is your personal data?**

Personal data is any information (either electronic or on paper) relating to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **How we may use your personal data**

We comply with our obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Personal data that we collect may be used by us in a number of ways:

- To tell you about events that the church is running which we think may be of interest to you
- To provide pastoral care, support, teaching and challenge for you in accordance with the teaching of the Bible
- To enable us to maintain appropriate safeguarding arrangements for our children and young people and vulnerable adults
- To help you identify where you could serve in the life of the church
- To help us organise small groups and to communicate with you
- To manage our employees and volunteers
- To manage our own accounts and records (including gift aid donations and applications)

We will collect and handle your personal information with your consent or because it is necessary for us to do so for the purposes of our legitimate interests outlined above.

### **Information we may collect from you**

We may collect and process the following information about you:

- Your contact details

- Your participation in rotas for service in the church
- If you are a Gift aid donor, or donate by bank transfer or cheque, details of money that you give to the church
- Your bank details if you have expenses that needs repaying by the church
- Information contained in checks provided by the Disclosure & Barring Service

### **How we will collect information**

We may collect information from others about you including from other members of the church family:

- To help us better support you and to provide pastoral care, support, teaching and challenge for you in accordance with the teaching of the Bible

### **Who we may share information with**

We may share your information with others in the church including:

- To ask the members of the church to pray for you, along with other members
- To enable them to provide pastoral care and support for you

### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with others in the church in order to carry out a service to you or other church members or for purposes connected with the church. We will only share your data with third parties outside of the team/parish with your consent.

### **How long do we keep your personal data?**

We only keep your data for as long as we need to and after that it is securely disposed of. Specifically, we retain payment records as detailed above, gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Your rights**

GDPR gives you the right to access information held about you. In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it. We will not charge a fee for responding to this request. We will respond to your request within 30 days.

You may request that personal information is corrected where it is not correct or that the information is deleted unless we have a legal obligation to hold it (gift aid). You may also object to the church processing information about you. Where you have consented to us processing your information, you have the right to withdraw that consent at any time.

Our website may, from time to time, contain links to and from other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies

and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **Our data protection officer**

Our nominated representative for the purpose of GDPR is Pam Wreford, our Church administrator. For further information about how your personal information is used, how we store your information securely and your rights to access the information that we hold about you, please contact her at: [treasurerdcc1@gmail.com](mailto:treasurerdcc1@gmail.com).

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.).

We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.