

Data Privacy Notice – Heath Evangelical Church

This notice is intended to explain what we collect and use your data for and our responsibilities and obligations to you.

1. Your personal data – what is it?

Personal data relates 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 Regulations (GDPR).

2. Data Controller

Heath Evangelical Church (the Church) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. What personal data do we collect?

The Church will collect and store personal data which you provide us in connection with your membership of the Church, your employment with the Church, your participation in Church activities (camps, clubs and other events we run).

4. How do we process your personal data?

The Church complies with its 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.

5. We use your personal data for the following purposes: -

- To administer and manage membership records, Church activities and events;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at the Church

6. What is the legal basis for processing your personal data?

- Legitimate interest of the Church
- Processing is necessary for carrying out obligations under employment, social security or social protection laws,
- So that we can keep you informed about Church news, events, activities and services
- To enable us to process your gift aid and other donations

7. Sharing your personal data Your personal data will be treated as confidential and will not be shared with third parties unless this is needed to fulfil our legal or contractual obligations or for purposes connected with the Church activities e.g services, meetings, camps or clubs, or where it is necessary for health and safety (e.g. for medical treatment on camps or clubs)

or to protect and defend the rights, property or safety of the Church, its property or members. with your consent.

Social Media Services

You may choose to access certain third party social media websites and services (e.g. facebook) through our web site. When you do this you will be sharing information with those sites and that information will be governed by their privacy policies and not the Church's. You may be able to modify your privacy settings with those third party sites. Please refer to the relevant policies of the providers of those sites for more information.

8. How long do we keep your personal data

Outside of any requirement to keep your personal data as required by law or regulation, information relating to giving e.g. gift aid declarations and associated paperwork is kept for up to seven years after the calendar year to which they relate; employment information is kept for seven, years after the employee has ceased their employment, information relating to booking and attendance at Church activities is kept for [3] years after the event and members' registers [baptisms], marriages, funerals permanently.

9. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Heath Evangelical Church holds about you;
- The right to request that Heath Evangelical Church corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Heath Evangelical Church to retain such data;
- The right to withdraw your consent (if consent was necessary) to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

10. Updates to our privacy notice

We may update this privacy notice from time to time. We will date stamp the privacy notice for ease of identification. The new privacy notice will be available on the Church's website and will be highlighted as such.

11. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Office by email or telephone. office@heath-church.org. Tel 029 2061 7738.

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.