

HOW WE USE YOUR INFORMATION

We are committed to safeguarding the privacy of your information. We have a Data Protection Policy which governs how we process personal data – you can request a copy of this policy from Tim Diaper. Our Data Protection Policy complies with the General Data Protection Regulation (GDPR).

WHAT INFORMATION DO WE USE?

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

- Personal information (e.g. name, address, telephone number, email address)
- Characteristics (e.g. gender, language)
- Sensitive information (e.g. health, information relating to children)

WHY DO WE COLLECT AND USE YOUR INFORMATION?

We collect and use your information in order for the church to function effectively, efficiently and safely. This includes (but is not limited to):

- Administering membership records
- Maintaining accounts and records (including the processing of Gift Aid)
- Informing you of church news, events and services
- Providing pastoral care
- Safeguarding of children and vulnerable adults

Processing your data is required in order to fulfil our purposes as a church. This 'legitimate interest' under the Data Protection legislation is the lawful basis for us to use your data in this way.

From time to time, we may wish to use your personal data in other ways that are not covered by 'legitimate interest'. In such cases, we will always seek your explicit consent before using your data.

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. Our Data Protection Policy includes guidelines for the retention of data.

Personal data is always stored securely, and access is only granted to those who need it for legitimate reasons. Electronic files containing personal data are password protected.

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.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under Data Protection legislation, you have the right to request a copy of the information about you that we hold. To make a request for your personal information, contact Tim Diaper.

You also have the right to:

- Request that we correct any personal data that is inaccurate or out of date
- Prevent the processing of personal data for the purpose of 'direct marketing'
- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Object to decisions being taken by automated means
- Claim compensation for damages caused by a breach of the Data Protection regulations

CONTACT DETAILS

For further information on how your information is used, how we maintain the security of your information, and your rights to access the information we hold on you, or if you would like to discuss anything in this privacy notice, please contact Tim Diaper:

timdiaper@rickstoneschurch.com 01376 502729

COMPLAINTS

Our complaints procedure is laid out in our Data Protection Policy. If you have any concerns about the way your information is being handled, please contact Tim Diaper (see above).