

# DATA PRIVACY NOTICE

The Trustees of Christ Church Greenbank

1st July 2024

## 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. Data can include images and videos. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

## 2. Who are we?

The Trustees of Christ Church Greenbank are the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

## 3. How do we process your personal data?

The Trustees of Christ Church Greenbank 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.

We use your personal data for the following purposes:

- To enable us to provide the services as specified in the objectives of our charity;
- To provide pastoral care to church members and others associated with our church;
- To administer the group membership records;
- To create and maintain church membership directories;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain financial accounts and records, including processing of Gift Aid applications;
- To provide services in relation to the hire of our buildings;
- To operate the church website and provide access to services hosted on them;
- To record and livestream services for those who wish to participate remotely;
- To inform you about news, events, activities and services at Christ Church.

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

- Your consent, so that, for example, we can keep you informed about events, activities and services;
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or for administering employment, salaries, pensions and social security;

- The processing is in accordance with the legitimate interest of the Trustees in supporting, informing and communicating with the Church family [church members] of Christ Church Greenbank;
- Processing is carried out by a not-for-profit body [the Trustees] with a religious aim provided:
  - the processing relates only to church members or former members (or those who have regular contact with it in connection with those purposes);
  - and there is no disclosure to a third party without consent;
- Processing is necessary for the performance of a contract, for example to hire rooms in one of our buildings, to which you are party or in order to take steps at your request prior to entering into a contract.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent, except when legally obliged to do so.

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

We keep data in accordance with our Data Protection Policy, which may be requested from the Church Office.

Specifically, we retain membership data while it is still current and Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate (7 years).

## **7. How do we store your personal data?**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **8. 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 the Trustees of Christ Church Greenbank hold about you;

- The right to request that the Trustees of Christ Church Greenbank 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 Trustees of Christ Church Greenbank to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller [the Trustees] provide the data subject [you] 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) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means];
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics];
- The right to lodge a complaint with the Information Commissioner's Office.

## **9. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, 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.

## **10. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Administrator at [office@christchurchgreenbank.org](mailto:office@christchurchgreenbank.org) or 01606 77277.

You can contact the Information Commissioners Office on 0303 123 1113 / 01625 545745, via email <https://ico.org.uk/global/contact-us/email/> or by post at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.