

## **Introduction**

Welcome to The Redeemed Christian Church of God (RCCG Holy Ghost Zone- Royal Leamington Spa) privacy notice.

RCCG Holy Ghost Zone-Royal Leamington Spa ("we", "our", "us") respects your privacy and is committed to protecting your personal data. This privacy notice will inform you how we look after your personal data (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

This privacy notice is provided in a layered format so you can click through to the specific areas set out below.

### **1. IMPORTANT INFORMATION AND WHO WE ARE**

### **2. THE DATA WE COLLECT ABOUT YOU**

### **3. HOW IS YOUR PERSONAL DATA COLLECTED**

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#### **Your personal data – what is it?**

**"Personal data"** is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. **"special categories of data"**, which is information about your racial or ethnic origin, religious or other beliefs, and physical or mental health, genetic and biometric data, the processing of which is subject to strict requirements. Similarly, information about criminal convictions

and offences is also subject to strict requirements. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

## **1. Important information and who we are**

### **Purpose of this privacy notice**

RCCG Holy Ghost Zone (Royal Leamington Spa) works in partnership with RCCG UK and are part of The Redeemed Christian Church of God (RCCG UK).

RCCG Holy Ghost Zone (Royal Leamington Spa) work cooperatively and collaboratively with other organisations and service providers, each responsible for its own data protection obligations. Within this privacy notice we will tell you about areas where RCCG Holy Ghost Zone (Royal Leamington Spa) share data and why.

This privacy notice aims to give you information on how RCCG Holy Ghost Zone (Royal Leamington Spa) collects and processes your personal data, including any data you may provide through this website when you interact with us, register for an event, donate to the church, apply for a role as a volunteer or staff member or sign up to our newsletter.

This website is not intended for children; however, we do collect data relating to children if they attend one of our events or take part in our RCCG Holy Ghost Zone (Royal Leamington Spa) Kids activities.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

### **Who are we?**

This Privacy Notice is provided to you by RCCG Holy Ghost Zone (Royal Leamington Spa) which is the data controller for your data.

The Church is part of RCCK UK, which has a separate Data Privacy Policy and are responsible for processing your data when you directly interact with them.

If you have any questions about this privacy notice, including any requests to exercise *your legal rights*, please contact us at: [hgz.learmington@gmail.com](mailto:hgz.learmington@gmail.com).

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance

### **Changes to the privacy notice and your duty to inform us of changes**

It is important that the personal data we hold on you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### **Third-party links**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## **2. The data we collect about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

**Identity Data** includes first name, maiden name, last name, username (or similar identifier), marital status, title, date of birth,

gender, photograph, video footage and any other biographical information you may provide us.

**Contact Data** includes billing address, delivery address, email address and telephone numbers.

**Financial Data** includes bank account and payment card details.

**Transaction Data** includes details about payments to and from you and other details of events, products or services you have purchased from us or gifts you have donated to us.

**Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

**Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.

**Usage Data** includes information about how you use our website, events, products and services.

**Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

As a church, we collect data about services and events you attend. Some of this information may be considered to come within the definition of **Special Categories of Personal Data**. We will always make it clear to you when we collect this information and why. For some of our events and services we may also collect information about criminal convictions and offences.

### **If you fail to provide personal data**

Where we need to collect your personal data to perform the contract, we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you. In this case, we may have to

cancel your tickets to an event or service you have with us, but we will notify you if this is the case at the time.

## **Automated decisions**

We do not envisage taking any decisions about you based solely on automated processing (i.e., Without human involvement), which have a legal or similarly significant effect on you.

## **3. How is your personal data collected?**

We use different methods to collect data from and about you which include:

**Direct interactions:** You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

- are involved in the life of the church through one of our services, groups or activities;
- are photographed or filmed during our services or events;
- apply to volunteer with us;
- when we ask you to undertake a DBS check before volunteering with us;
- donate online, by text message or completing a giving envelope;
- create an account on our website;
- register for an event or course;
- subscribe to our services or publications;
- request marketing to be sent to you;
- respond to a survey; or
- give us some feedback.

## **4. How we use your personal data**

As a church, we hold records of the people in our congregation, volunteers, guest and service users and use this information to coordinate church activities and to keep you informed of things happening in the life of the church.

We also collect and use information about our suppliers, contractors and RCCG UK. This information is used to manage

and administer the church and to carry out our charitable purposes. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract, we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of RCCG UK) and your interests and fundamental rights do not override those interests.

Generally, we do not rely on consent as a legal basis for processing your personal data other than when we collect Special categories of Data or in relation to sending direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by clicking on an unsubscribe link in one of our emails to you or by emailing [hgz.learington@gmail.com](mailto:hgz.learington@gmail.com).

### **Purposes for which we will use your personal data**

We have set out below a description of the ways we plan to use your personal data. RCCG Holy Ghost Zone (Royal Leamington Spa) collects and processes information so that we can:

- manage, administer and promote the life of the church;
- manage our volunteer teams;
- determine your suitability to volunteer for our work with vulnerable adults, children and youth;
- manage our donor relations and communications across the church;
- administer financial transactions and donations;
- administer our courses or events;
- manage our websites and social media accounts;
- where we need to comply with a legal or regulatory obligation.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please email [hgz.learington@gmail.com](mailto:hgz.learington@gmail.com) if you need details about the specific legal ground, we are relying on to process your personal data.

## **Marketing**

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. You will receive marketing communications from us if you have requested information from us or purchased goods, attended an event or course with us and, in each case, you have not opted out of receiving that marketing.

We will get your express opt-in consent before we share your personal data with any company outside RCCG UK for marketing purposes. You can ask us or third parties to stop sending you marketing messages by emailing [hgz.leadmington@gmail.com](mailto:hgz.leadmington@gmail.com) at any time. Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a product purchase, event registration or other financial transactions.

## **5. Disclosures of your personal data**

We will share some of your personal data with the parties set out below for the purposes mentioned in paragraph 4 above.

### **Internal Third Parties**

Other charities within RCCG UK acting as joint controllers or processors and provide IT and system administration services.

### **External Third Parties**

- Service providers acting as processors based in the UK who provide IT and system administration services.
- Zoom, who provide an online video conferencing service that we use for meetings, courses, events and training.
- Course and event management systems including Eventbrite.
- Disclosure and Barring Service.
- Electronic marketing and survey services providers

*External Third Parties Privacy Policies (for online services only):*

- Eventbrite's [Privacy Policy](#) and [Privacy Shield Notice](#).
- Zoom's [Privacy Policy](#) and [Privacy Shield Notice](#).

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **6. International transfers**

Some of our external third parties are based outside the United Kingdom (**UK**) so their processing of your personal data will involve a transfer of data outside the UK.

Whenever we transfer your personal data out of the UK, we ensure a similar degree of protection is afforded to it.

Please email [hgz.leanmington@gmail.com](mailto:hgz.leanmington@gmail.com) if you want further information on the specific mechanism used by us when transferring your personal data out of the UK

## **7. Data security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

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

## **8. Data retention**

### **How long will you use my personal data for?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of

the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal data are available in our retention policy which you can request from us by emailing [hgz.learington@gmail.com](mailto:hgz.learington@gmail.com)

## **9. Your legal rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

If you wish to exercise any of the rights set out above, please email [hgz.learington@gmail.com](mailto:hgz.learington@gmail.com)

### **No fee usually required**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

## **Time limit to respond**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

If you require more information or have any queries, please contact us at [hgz.learmington@gmail.com](mailto:hgz.learmington@gmail.com)