

# Data Privacy Notice

## Praiseway Assembly of God

### 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 church's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. 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 amounts of unrequired 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 a service that fits our mission statement.
- To enable us to communicate effectively with church members and visitors ● If you are a church member; to make your contact information available to other members via the online directory (which may also be downloaded as a PDF document) ● If you are not a member; to make your contact information available to those authorised by the church to contact you for follow-up purposes.
- To raise funds and promote the interests of the church.
- To maintain our own accounts and records, including the processing of gift aid applications and allocation of funds.
- To inform you of news, events and activities in the church

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

- Explicit consent of the data subject is necessary so that we can keep you informed about news, fundraising, events, mission trips and services available.
- Processing is necessary for compliance with a legal obligation to which the data controller is subject.
- We have legitimate interests for data held on registered church members.

### 4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with members of the church, or those acting on behalf of the church, in order to carry out a service or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

### 5. How long do we keep your personal data?

We keep data while it is still current. For data held for accounting purposes, we keep data for up to 6 years after the calendar year to which they relate.

## **6. 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 church holds about you.
- The right to request that the 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 church to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller for the church 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. (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 Commissioners Office.

## **7. 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.

## **8. Visitors to our website**

When someone visits colchester.church we use third party services:

- We use siteground.com, a cloud-based web development platform, as a “Data Processor” to provide our website.
- We use mailchimp.com for our email marketing platform. You can view privacy policy at: <https://mailchimp.com/legal/privacy/>
- We use Google Workspace for file storage and as a cloud based office solution. Their privacy policy may be found at [https://workspace.google.com/intl/en\\_uk/security/](https://workspace.google.com/intl/en_uk/security/)

## **9. Contact details**

To exercise all relevant rights, queries or complaints please in the first instance contact Sean McIntyre (Email: [pastor@colchester.church](mailto:pastor@colchester.church)).