

## Introduction

The Elders of Grace Community Church as its charity trustees are the ‘controllers’ of the information which we collect about you (‘personal data’). As controllers of your personal data the Elders are responsible for how your data is processed. The word ‘process’ covers most things that can be done with your personal data including collection, storage, use and destruction of that data.

This notice explains why and how we process your data and explains the rights you have around your data, including the right to access it and to object to the way in which it is processed. Please see the section on ‘Your rights as a data subject’ for more information.

## What is personal data?

‘Personal data’ is any information which relates to a living, identifiable person. This data can include your name, contact details and other information we gather as part of our relationship with you.

It can also include ‘special categories’ of data which is information about a person’s race or ethnic origin, religious, political or other beliefs, physical or mental health, trade union membership, genetic or biometrics data, sex life or sexual orientation. The collection and use of these types of data is subject to strict controls. Similarly, information about criminal convictions and offences is also limited in the way it can be processed.

We are committed to protecting your personal data, whether it is ‘special categories’ or not and we only process data if we need to for a specific purpose as explained below.

We collect our data mostly through contact with you and the data is usually provided by you but in some instances we may receive data about you from other people/organisations.

## Your data and how and why we process it

In general terms, we process your data in order to manage our relationship with you. In particular we use your personal data for the following purposes:-

### Reason for processing

To administer membership records  
a  
to members  
disclosure to a third

To maintain appropriate financial records  
especially for Gift Aid purposes

To manage our employees and volunteers

To produce an annual Prayer Directory

To inform you of news, events, activities and  
other matters relating to the church.

### Legal basis for processing

Processing is carried out by a not-for-profit body with  
religious aim and the processing relates only  
or former members and there is no  
party without consent

To comply with statutory obligations under Gift  
Aid legislation

To comply with employment and social  
protection law

Consent of the data subject

Consent of the data subject

At times we may further process data which we have already collected. We will only do this if the new purpose for processing it further is compatible with the original purpose for which it was collected. We will tell you about any further processing before we carry it out.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church for purposes connected with the church, in particular the annual Prayer Directory for church members. Your data will not be shared with third parties outside of the church without your consent save in relation to HMRC in connection with Gift Aid matters and tax matters for employees and if we have a legal obligation to share the data, for example for law enforcement purposes.

## **How we store your data**

Your data is held in both hard copy and electronic formats. Where data is held electronically it is held on password protected computers.

## **Retention period for your personal data**

Some retention periods are based on legal requirements whilst others take into account practical needs to keep the data. Once the applicable retention period expires unless we are legally required to keep the data longer or there are important or justifiable reasons why we should keep it we will securely delete the data.

In relation to the specific reasons for processing listed above:-

- we will retain the names of members and former members indefinitely for church history purposes
- we will retain Gift Aid records for six years after the financial year to which they relate
- we will maintain relevant information in relation to employees for the period of their employment and one year after employment has ceased
- we will retain information in the annual reprints of the Prayer Directory and to inform you of news, events, activities and other matters until you cease to be a church member or request that your information is not published

## **Your rights as a data subject**

As a data subject you have the following rights in relation to your personal data processed by us:

- to be informed about how your data is handled;
- to gain access to your personal data;
- to have errors or inaccuracies in your data corrected;
- to have your personal data erased in limited circumstances;
- to object to the processing of your personal data for marketing purposes or when the processing is based on the public interest or other legitimate interests
- to restrict the processing of your data in limited circumstances;
- to obtain a copy of your data in a commonly used electronic form in limited circumstances; and
- to withdraw your consent to processing at any time where explicit consent is required.

## **Complaints to the Information Commissioner**

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on the ICO's website <https://ico.org.uk/>

## **Contact details**

To exercise all relevant rights or for any queries or complaints: [www.gracecommunitychurch.co.uk/contact-us/](http://www.gracecommunitychurch.co.uk/contact-us/)