

EMMANUEL CHURCH SALISBURY
DATA PRIVACY NOTICE – HOW WE USE YOUR PERSONAL INFORMATION

THE PURPOSE OF THIS PRIVACY NOTICE

This privacy notice explains how Emmanuel Church Salisbury uses, or “processes” your personal information. Personal information is any information, held either in paper records or electronically, from which you can be identified. The processing of personal information is governed by data protection law. “Processing” is anything that is done with personal information, from collection onwards.

PURPOSES FOR WHICH PERSONAL INFORMATION IS USED

We use personal information for the following purposes:

- To maintain membership records.
- In relation to the provision of counselling and pastoral care.
- In relation to individuals participating in church events and activities, including children and young people.
- To provide information about church news, events, activities, and fundraising.
- To maintain accounts and records, including Gift Aid administration.
- To generally further the charitable aims of the church.

DATA SECURITY

All personal data will be held securely, with appropriate measures in place to prevent your data from being accidentally lost, altered, used or accessed in an unauthorised way. Access will be restricted to individuals appointed to specific roles within Emmanuel Church Salisbury, who have a need to know and are under a duty of confidentiality.

SHARING OF INFORMATION

Personal data will not be shared outside of the church without obtaining your explicit consent, unless the we are obliged to do so by law.

LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

We process personal information on one or more of the following legal bases:

- Where you have given your consent to the processing for one or more specific purpose. You are entitled to withdraw such consent at any time, using the contact details provided below.
- Where the processing is necessary for the purposes of our legitimate interests and aims of the church, except where such interests are overridden by your interests or fundamental rights and freedoms.
- Where the processing is necessary for compliance with a legal obligation.

Further, where we process personal information which is more sensitive than other types and is classed by law as “special category data” we will, in addition to meeting a minimum of one of the above legal bases, ensure that one or more of the following applies:

- Processing is carried out in the course of our legitimate activities with appropriate safeguards by us as a not-for-profit body with a religious aim, and on condition that the processing relates solely to our members, or to former members, or to people who have regular contact with us in connection with our purposes and that the personal information is not disclosed outside of Emmanuel Church Salisbury without your consent.
- You have given explicit consent to the processing of your personal information for one or more specified purpose. You are entitled to withdraw such consent at any time, using the contact details provided below.

DATA RETENTION

We will retain your personal data for as long as is reasonably necessary for the purposes of our legitimate interests described above. If you are not a member of Emmanuel Church, and you do not contact us for a period of five years, we will delete your data unless we are required to retain it for a longer period for legal, accounting or reporting reasons.

YOUR LEGAL RIGHTS

You have the right to make certain requests in relation to your personal data, as follows:

- You can request copies of the personal data which we hold about you, using the contact details provided below.
- You can request correction of any personal data that is inaccurate, incomplete or out of date.
- You can request that we erase your data if there is no longer any need for us to keep it, although we may still need to retain it if the reasons why it was obtained still exist. If the only legal basis on which we hold the data is your consent, and you withdraw that consent, then we will erase your data on request.

DATA CONTROLLER

If you have any questions about this privacy notice, including any requests to exercise your legal rights as set out above, please contact the Data Controller using the details below.

Data Controller,
Emmanuel Church,
8 Wilton Road,
Salisbury,
SP2 7EE

THE INFORMATION COMMISSIONER’S OFFICE

You have the right to contact to the Information Commissioner’s Office on 0303 123 1113 or its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Issue 1.0 draft A, 7 May 2018