

# DATA PRIVACY NOTICE

## King's Church, Penwortham Free Methodist, Preston



### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Data can be stored electronically (files and emails etc) and by hardcopy. 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. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR"). This privacy notice only applies to data generated by or for King's Church. It does not apply to data not generated by or for King's Church even though it is the same data.

### 2. Who are we?

A Data Protection Officer has been appointed by the Board of King's Church who is responsible to the trustees for managing all aspects of GDPR. Data Managers who deal with data covered by GDPR have been identified and are responsible to the data protection officer.

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

The Board 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 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 a voluntary service for the benefit of the public as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services run by King's Church, Penwortham Free Methodist solely or in partnership with other churches and organisations.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

### 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. In response to reasonable requests from law enforcement or other authorities we will share personal information in conjunction with those involved. We will only share your data with third parties with your consent.

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

We keep data for as long as you are a member of our church and/or have consented to us keeping you informed of events and activities in our church.

Specifically, we retain membership data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and we may keep a roll of members past and present, dedications, baptisms, funerals, etc. permanently.

## **7. 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 Board holds about you;
- The right to request that the Board 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 Board to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data protection officer provide the data subject with his/her personal data and where possible, to transmit that data directly to another data protection officer, (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.

## **8. 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.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Officer via the Church Administrator at [admin@kingschurchfm.org.uk](mailto:admin@kingschurchfm.org.uk) or Penwortham Community Centre, Kingsfold Drive, Penwortham, PR1 9EQ. If the Data Protection Officer cannot resolve the issue then the matter should be the subject of a formal written complaint and dealt with by the trustees.

If your query remains unresolved you can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.