

## DATA PROTECTION NOTICE

Locking Castle Church Charity registered in England Number 1170425

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

Personal data relates to a living or deceased individual who can be identified from that data. 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 2016/679 (the GDPR).

### **Who are we?**

The Ecumenical Church Council (ECC) is the data controller for Locking Castle Church (contact details below). This means it decides how your personal data is processed and for what purposes.

### **Who does this affect?**

Members and attendees of Locking Castle Church, ECC members, ministers, staff, authorised leaders, volunteers and any other individuals for whom personal data is held.

### **How do we process your personal data?**

The ECC complies with its obligations under General Data Protection Regulations by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data without purpose; 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 in a particular geographical area as specified in our constitution;
- For ministers, staff and authorised leaders to undertake pastoral duties pertaining to the church congregation and provide pastoral care to the church congregation;
- To administer membership records;
- To administer children's and youth group records;
- To manage church group membership and activities;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers, including safer recruiting and safeguarding documentation;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities, mission projects and services organised by Locking Castle Church;
- To share your contact details with our participating denominational partners and our sponsoring body so they can keep you informed about particular news and events, activities and services which may be relevant to you.

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

### **Article 6 processing**

Explicit consent of the data subject;

This is so that we can keep you informed about news, events, activities and services and process your gift aid donations - See consent form at the foot of this notice

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -

- the processing relates only to attenders, members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential and will be shared only with members of the ECC, ministers, staff, and authorised leaders of Locking Castle Church. We will only share your data with third parties outside of the church with your consent, unless the church is legally obliged to share them with statutory agencies and denominational officers.

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

We keep data in accordance with the records management guidance published on the Church of England website.

Specifically, we retain membership data while it is still current; Gift Aid declarations and associated paperwork for up to 7 years after the tax year to which they relate; safeguarding records according to current diocesan guidelines and parish registers (baptisms, marriages and banns, funerals) permanently.

## **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 the personal data which the ECC of Locking Castle Church holds about you;
- The right to request that the ECC of Locking Castle 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 ECC of Locking Castle 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 provide the data subject with their personal data and where possible, to transmit that data directly to another data controller;

- 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 lodge a complaint with the Information Commissioners Office.

### **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.

### **Contact Details**

To exercise all relevant rights, queries or complaints please contact the Data Protection Officer at Locking Castle Church, Jasmine Way, Weston-super-Mare, BS24 7JW or via email [datacontroller@lockingcastlechurch.org](mailto:datacontroller@lockingcastlechurch.org)

You can contact the Information Commissioners Office by visiting their website <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.



## General Data Protection Regulation (GDPR) May 2018

From 25 May 2018 new regulations come into force concerning the collection, storage and processing of personal data. As a church, we require information on our members and affiliates in order to undertake duties that develop the nurturing and open community we hope you feel a part of. As such, we are asking for your explicit consent to use and store your personal information for legitimate church purposes only, according to your consent below. You may request to have access to your personal information, ask that we no longer process your information or ask for it to be removed, at any time, by emailing [datacontroller@lockingcastlechurch.org](mailto:datacontroller@lockingcastlechurch.org). See the privacy notice for detailed information on how LCC will utilise and manage your data.

*Please complete a separate form for each person. Thank you!*

**Your name (or child's name if under 16):**

**Address including Postcode:**

**Landline:**

**Mobile:**

**Email:**

*By signing this form you are consenting to allow Locking Castle Church to store and process this personal information for the purposes specified in the Data Protection Notice.*

I consent to the church contacting you via: *[Please tick]*

Post     Phone     SMS     Email

All of the above

To keep me informed about news, events, mission projects activities & services organised or endorsed by the church.

To include my details in the church's files (digital or physical) accessible by church staff and authorised leaders.

To share my contact details with participating denominations and sponsoring body so they can keep me informed about relevant news, events, activities and services.

**Signed:**

**Date:**

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