

## **Privacy Notice**

### **Stockport Family Church**

#### **Who are we?**

Stockport Family Church (the church, we, us) is the Data Controller. This means it decides how your personal data is processed and for what purposes.

#### **Our privacy mission statement**

Your privacy is really important to us, and we understand how important it is to you. Our aim is to be as clear and open as possible about what we do with your personal information and why we do it. The church is committed to the privacy of all of its members, former members and those who have regular contact with us in connection with those purposes, including those who attend the church's services, events and use our ministries.

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

Stockport Family Church complies with its obligations under the "GDPR" by keeping personal information up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of information; by protecting personal information from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal information.

We use your personal information for the following purposes where applicable: -

- For the Leadership Team – to provide pastoral care
- To administer membership records;
- To manage our employees and volunteers (including the carrying out of DBS checks in accordance with our Safeguarding Policy);
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Stockport Family Church;
- To operate the Stockport Family Church website and deliver the services that individuals have requested.

In the case of children & young people, we will keep records of emergency contacts and any allergies. Any information regarding a child or young person will require parental (or equivalent) consent.

## **What is the legal basis for processing your 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 donations and keep you informed about church events.

## **How secure is your information?**

The church uses a secure church management system that is only accessible by authorised church leaders, staff and ministry leaders. We have taken all practical and reasonable technical measures to ensure our administrative and processing activities are secure.

## **Sharing your personal information**

The information we hold about you will be treated as strictly confidential and we will only share your data with third parties with your prior consent, or unless required to do so by law.

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

We keep your personal data for no longer than reasonably necessary for the aforementioned purposes and use the following criteria to determine how long to retain your personal data.

- You are in regular attendance of Stockport Family Church;
- You have requested to be on our mailing list.

Specifically, we retain Gift Aid declarations and associated paperwork for up to 6 years after the tax year to which they relate.

## **Your rights and personal information**

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 Stockport Family Church holds about you;
- The right to request that Stockport Family 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 Stockport Family Church to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 Commissioner's 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.

## **Our contact details**

To exercise all relevant rights, queries or complaints, please in the first instance contact the Data Protection Officer at Stockport Family Church.

You can opt out of receiving communications from the church by clicking the 'unsubscribe' link in the footer of the email, or by contacting the church office on 07835 353 688, or by emailing [welcome@stockportfamilychurch.org.uk](mailto:welcome@stockportfamilychurch.org.uk)

You can contact the Information Commissioner's 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.