

DATA PRIVACY NOTICE

Hope Community Church Admaston Admaston House, Wellington Road, Admaston, Telford TF5 0BN

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. The data may be text, numerical, pictorial or any other format that might identify an individual. Such identification can be from the information alone or when it is used in conjunction with any other information in the data controller's possession or likely to come into such possession. From May 2018 the processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

For the purposes of the GDPR regulations, Hope Community Church Admaston (HCCA) is the Data Controller (contact details below). This means it decides how your personal data that it holds is processed and for what purposes.

3. How do we process your personal data?

HCCA will comply with its obligations under the "GDPR" by keeping personal data held 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.

HCCA may use your personal data for some or all the following purposes: -

- To enable them to provide a voluntary service for the benefit of the general public in a particular geographical area as specified in their constitution;
- To administer church membership records and maintain a list of others associated with the church and its activities;
- To fundraise for and promote the interests of HCCA;
- To manage HCCA employees, contractors and volunteers;
- To maintain HCCA accounts and records (including the processing of gift aid applications with HMRC);
- To inform you of news, events, activities and services run by or connected with HCCA (in writing, by telephone or electronically via email and social media);
- To enable access for individuals to events, courses and other things organised and run by HCCA ;
- To enable members, adherents or members of the public to access the Hope Debt Advice service (a service regulated by the FCA), and run within its operational model (this may include the storage of personal data on secure IT servers operated and managed by the charity Community Money Advice with whom the service is aligned). Explicitly, each person accessing this service will be asked for permission for their data to be used, as required, to contact creditors, banks, HM Government benefit providers, credit agencies and others in order that debt management arrangements may be agreed and put in place.

- To enable members, adherents or members of the public to access the Hope Release Programme aimed at helping people manage and overcome their addictions. Explicitly, each person accessing this service will be asked for permission for their data to be held and processed as may be required to enable the programme.
- Some generic pictorial representations may be used to promote HCCA activities listed above on its website and social media platforms. No textual or numerical data will be used in this way other than by prior consent.

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

- The explicit individual consent of the data subject is required so that HCCA can hold and process personal data relating to that individual in order to keep them informed about news, events, activities and services (as specified above) and to process gift aid donations and keep individuals informed of wider Christian events.
- Processing is necessary for carrying out statutory obligations under employment, social security or social protection law, or a collective agreement;
- Processing will be carried out by Hope Community Church Admaston as a not-for-profit body with a religious objectives provided :
 - that processing relates only to members or former members or those who have regular contact with it in connection with its programmes, events and other purposes and
 - there is no disclosure to a third party without prior consent (subject to generic pictorial representations on social media platforms mentioned at 3 above)

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of HCCA or its adherents in order to carry out a service to other HCCA members or for purposes connected with the church and its mission. HCCA will not share personal data with third parties without the individual's prior consent.

6. How long do HCCA keep your personal data ?

HCCA will keep data as long as it is relevant to do so or until someone no longer wishes to have their data held or in the case of official documentation for as long as the legal requirement specified (e.g. for gift aid for 6 years following the tax year to which the claim relates)

7. How will your personal data be stored and managed ?

Data may be held in many forms including :

- paper based files and records
- computer hard drive storage including laptops and ipads
- hand held devices, notably smart phones

Personal data will only be held by HCCA leaders and officers i.e. pastor, leadership team members, Sunday school and youth leaders, music group leader, house group leaders, church administrator, treasurer and also the leaders of the social intervention initiatives known as Hope Debt Advice and Hope Release Course.

It is the responsibility of each of those leaders to ensure data security by retaining such data under lock and key or else under password or encrypted protection if held electronically. It is the duty of the church leadership team to ensure all other leaders comply with such data security requirements.

The one exception to this is the data gathered by the Hope Debt Advice service which is held securely on the Catalyst computer system operated by CMA (Community Money Advice) – see also section 3 above.

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 Hope Community Church Admaston holds about you;
- The right to request that Hope Community Church Admaston 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 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 his/her personal data and where possible, to transmit that data directly to another data controller, known as the right to data portability, where applicable.
[This 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
[This 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 HCCA wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then they 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, they 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 any member of the Leadership Team at Hope Community Church Admaston.

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.