

General Data Protection Regulation (GDPR) 25th May 2018

The General Data Protection Regulation replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection as to how their personal data is used by organisations.

The information you provide will be held by Calvary Christian Fellowship (CCF) under the General Data Protection Regulation (GDPR) 2018. We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely.

We value and respect everyone who has a connection with us. In line with our Christian beliefs, our aim is to be as clear as possible about how and why we use the information you give us. If your questions are not fully answered by the information below, please contact us.

By providing your personal details you agree to allow CCF to contact you either on the basis of the consents you have given us or for our Legitimate Interests in accordance with current data protection regulations. We will not share your data with third parties outside of the church.

1. Who is the Data Protection Controller of Calvary Christian Fellowship (CCF)?

The Trustees of CCF is the data controller. This means that this body decides how your personal data is processed and used.

2. Your personal data – what is it?

Personal data relates to a living 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 (the GDPR).

3. How do we collect information about you?

We collect personal information from you in a variety of ways: e.g. if you complete a consent form, if you become a partner/member, make a donation, book into an event, request a resource, give your details to a member of staff, if you complete a paper sign up form or card at an event.

4. How do we process your personal data?

CCF 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.

**Keeping us up to date with your details and contact preferences:*

- **Please tell us** as soon as any of your contact details change so that we can keep our records up to date.
- **You can change the way we contact you** or the kind of material we send you at any time by contacting us by mail or email using the contact details in Section 11 below.
- **You can unsubscribe** from our regular emails at any time by using the 'unsubscribe' or 'change preferences' links on the email you have received.

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5. How do we use your personal data?

- To administer membership records;
- To inform you of news, events, activities and services at CCF.
- To process donations you may give us and maintain our own accounts and records (including the processing of gift aid applications);
- To organise rotas and other administrative tasks.
- To ask for financial and non-financial support, such as prayer.
- To customise the information we send to ensure we work in the most cost-effective way and only send information which is appropriate to you.
- To record your attendance or involvement at a CCF event.
- To enhance or improve your experience on our website. When you indicate your preferences through the use of our site, we may use this information to personalise the site to better meet your needs.
- CCF may carry out analysis of the personal information we collect about you to create a profile of your interests and preferences so we can contact you in the most appropriate way and with the most relevant information.

6. How long do we keep your personal data?

- We retain contact details as long as you are a partner/member/friend of CCF and for up to 1 year thereafter in case of any need to contact you in relation to your time at CCF.
- Gift aid declarations and associated paperwork (including contact details) for up to 6 years after the calendar year to which they relate;
- CCF Records of dedications, baptisms, marriages and funerals permanently.
- We retain attendance registers indefinitely in order to satisfy our Safeguarding Policy, procedures and guidelines, as set out by CCPAS (Churches' Child Protection Advisory Service). Attendance registers are kept by various streams/ministries, e.g. children, youth etc. More information about our Safeguarding Policy can be found on our website or by contacting: admin@calvary.org.uk

7. Viewing the Information we hold about you

You may request details of all the information that CCF holds about you by submitting a written request to our Trustees. Please write to: The Data Protection Controller, Trustees of CCF, Ward Street, Lostock Hall, Preston, PR5 5HR.

8. Who sees your information?

The Elders and Administrator of CCF, solely for purposes connected with our church and its activities, have access to your contact details. Your personal data will be treated as strictly confidential and will be shared only with other members of the church and **only** with your express permission. We will **not** share your data with third parties outside of CCF.

9. 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 be informed** about the identity of CCF and how the church intends to use your information (this is usually achieved through the Data Privacy Notice);
- **The right of access** to your personal data which CCF holds about you;
- **The right to be forgotten (erasure)** - to request that your personal data be erased where it is no longer necessary for CCF to retain such data;
- **The right to withdraw** your consent to the processing at any time;
- **The right to rectification (correction)** - to request that CCF corrects any personal data if it is found to be inaccurate or out of date;

- **The right to data portability** - 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;
[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 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.

10. 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 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.

11. Contact Details

To exercise all relevant rights, queries or complaints please write to: The Data Protection Controller, Trustees of CCF, Ward Street, Lostock Hall, Preston, PR5 5HR.

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.