



## **Our Privacy Policy explains:**

What information we collect and how we collect it

Why and how we use your information.

How long we keep your information

How we may share your information

Your rights on the information we hold about you

Security-how we keep your information safe

Changes to this Privacy Policy

How to contact us

The Data Controller is **Slough SDA Church**

## **About Slough Seventh-day Adventist Church**

Slough Seventh-day Adventist Church

## **Statement**

Slough Seventh-day Adventist Church (Slough SDA Church or SSDA) do not own neither do we claim to own your personal data. The Data Protection Act (DPA, 2018) and the General Data Protection Regulation (GDPR, 2018) both makes it clear that your personal data belongs to you. As you connect with our church services, activities, or outreach initiatives, we may from time-to-time request, collect, process, and store your data in line with UK legislations. This makes Slough SDA Church data controllers of the information you provide. It is important to note however that you retain ownership of your data, you have the express right to supply, review or withdraw your consent if you so choose. Our privacy policy also makes it clear that you have the right to be informed about the processing and sharing of any data we hold about you. Slough SDA Church takes its responsibility to data collection, processing, and storage seriously and we will continue to review our policies and procedures to maintain this objective.

## **Personal Data**

Personal data refers to any information in an electronic or manual form, that can partly or wholly, directly or indirectly, identify you as an individual. Personal data includes information about your physical, genetic, physiological, mental, economic, social, online or digital identifiers and cultural identity. Slough SDA Church reviews the data we collect to ensure information that identifies you directly or that you

could be identified indirectly from, is processed and stored securely.

Information such as your race, ethnicity, health, genetics, political views, religious or philosophical belief, sexual identity and biometrics are considered more sensitive and requires higher level of protection. If you have had a criminal conviction, caution or an allegation made against you then that information also requires higher level of protection.

## **Article 6 lawful basis and article 9 special categories for processing of personal data**

For any personal and sensitive information, you provide, it is our responsibility to ensure the data we hold has a lawful basis for processing that personal information. The processing of special categories of personal information are forbidden by law without a lawful basis for doing so.

### **Explicit consent**

- We are legally required to get your explicit consent to collect, process and store your personal data including your special categories of personal data. Specific purposes for which your consent is required are set out below.
- We are legally obligated to inform you of any official/legal or statutory request for your data.

Legitimate interests include processing such personal and sensitive data for the purposes of:

- Providing and enhancing our support services.
- Administration and information delivery
- Dealing with medical needs.
- All other cases: that it is necessary for our legitimate interests which are to provide relief and support to those in need and those most vulnerable, including the protection of children and adults from harm and abuse.

Legitimate activities of our religious (not-for-profit) body and our aims. This category specifies that the processing of your data applies to current and former members of our church community and those that have regular contact with us in connection to our aims and objectives. Consent / permission to share your person data outside of the church community can only be given by you.

Personal data expressly made public by you. It is still our responsibility to ensure that your personal information is processed and stored securely on our systems and erased securely when it is no longer required, or its retention period ends.

## **Information We Collect**

To support and meet the needs of our local community and church family, we may collect, process and store personal and sensitive data from individuals we support and minister too during the functioning of our different ministries. We may collect the following information:

- Personal and sensitive information (for example, your name, email address, mailing address, phone numbers, date of birth and age)
- Other sensitive and personal data
- Attendance information (such as attended, number of absences and absence reasons)
- Safeguarding incidents including accidents and incidents reports

From time to time and as permitted by applicable law(s), we may collect personal data about you and update any existing personal data that we currently hold from other third-party sources.

We collect your information from:

- Club registration forms
- Event application forms
- Online surveys and polls
- Social media interactions
- Local and international church administration
- Request for support from local councils and community organisations
- Website and social media outreach
- Written and verbal communications

We may also collect information from telephone conversations, emails, written and verbal communications and from records of regular church services and activities.

### How we use your Information

Your personal data may be used in the following ways:

- To offer support and services,
- To respond to your requests and inquiries,
- To improve our ministry, for example through feedback forms, evaluation sheets, etc.
- To request your participation in surveys, or other initiatives which help us to gather information used to develop and enhance our services,
- To comply with applicable law(s) (for example, to respond to a search warrant or court order) or to carry out ethical / conduct investigations, etc.
- To respond to a subject access request within the terms of the applicable law(s).
- To assist in the case of a medical emergency or any emergency where your data may be requested by emergency and medical professionals.
- To help us create and maintain accurate records.

### How long will we keep your information?

File Type	Retention Period
Disclosure and Barring Service (DBS) Certificate (formerly Criminal Records Bureau or CRB disclosures certificates) obtained as part of the vetting process to serve within our church community.	The actual disclosure form must be destroyed after 6 months. It is however advisable that organisations keep a record of the date of the check, the reference number, the decision about vetting and the outcome.
<b>Finance records</b> Church bank statements/records	HMRC advise you must keep records for <b>6 years</b> from the end of the last company financial year they relate to, or longer if: they show a transaction that covers more than one of the organisations accounting periods.

Accident books and paperwork relating to safeguarding or child protection issues about a specific child or a vulnerable adult.	Should be kept indefinitely as children can request this information up to the age of 25 years by Local Authorities.
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## Sharing and Disclosure to Third Parties

We may disclose your Personal Data to third parties from time-to-time under the following circumstances:

- You request or authorise the disclosure of your personal details to a third party.
- The information is disclosed as permitted by applicable law(s) and/or to comply with applicable law(s) (for example, to comply with a search warrant or court order). Even in this instance, you would be notified about any data disclosed to these enforcement bodies.
- The information is provided to service providers who perform functions on our behalf. If this is to occur, we would ensure that your data will be safeguarded appropriately.
- Hosting providers for the secure storage and transmission of your data.
- Legal and compliance consultants, such as external counsel, external auditors.
- Technology providers who assist in the development and management of our web platforms and presence.

## Subject Access/User Rights

As a user, you are subject to the following rights:

- The right to be informed of the use of your Personal Data
- The right to access and/or to require the correction or erasure of your Personal Data
- The right to block and/or object to the processing of your Personal Data
- The right to not be subject to any decision based solely on automated processing of your Personal Data
- In limited circumstances, you may have the right to receive Personal Data in a format that may be transmitted to another entity.

If you have a complaint in relation to the processing of your data carried out under this Privacy Policy, you have the right to lodge a complaint with the Information Commissioner Office (ICO).

You may look to exercise any of these rights by updating your information online (where possible) or by sending a written request to the Church Clerk of Slough SDA Church (*contact details below*).

## Information security

We are always working to protect the personal information that we hold about you, ensuring it remains protected and confidentially accessed by those who manage our systems and or require authorised access.

- We review our information collection, storage and processing practices, including physical

- security measures, to guard against unauthorised access to systems.
- We restrict access to personal information to authorised officers and volunteers subject to strict confidentiality training and agreement. Officers and those with authorised access may be disciplined and or removed from office if they fail to meet these obligations.
- We use a combination of digital technology and physical procedures to ensure that our paper and computer systems are protected, monitored and are recoverable.
- We only use third party service providers where we are satisfied that they provide adequate security for your personal data and any data we hold.

## **Compliance and cooperation with regulatory authorities**

We regularly review our compliance with our Privacy Policy. If we receive formal written complaints, we will contact the person who made the complaint to follow up. We will work with the ICO to resolve any complaints regarding the transfer of personal data that we cannot resolve with our users directly.

## **Changes**

Our Privacy Policy may change from time to time. Your rights under this Privacy Policy would not be limited by any changes to our Privacy Policy.

## **How to Contact Us**

Attn: Church Clerk

Address: Slough Seventh-day Adventist Church  
56 Albert Street  
Slough, Berkshire  
United Kingdom  
SL1 2BU

E-mail: [churchclerk@sloughsda.co.uk](mailto:churchclerk@sloughsda.co.uk)

Website: <https://sloughsda.com>