

CHRISTCHURCH THREE MILLS

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DATA PRIVACY NOTICE

This page was last updated on 08/03/23

Introduction

We are the Trustees of Christchurch Three Mills. This privacy notice (“**Privacy Policy**”) sets out our policies and procedures for collecting, using, maintaining, protecting, processing and disclosing information provided to us by you. In this Privacy Notice, the words “**we**”, “**us**”, “**our**” or any of their derivatives refer to the Church and its successors and any nominee, assignee, transferee, appointed by the Church in its role as a data controller.

1. 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**”).

1.1 The information we process

We collect and process various categories of personal and confidential information at the start of, and for the duration of, your relationship with us and beyond (subject to appropriate retention periods as set out in section 6 below). We will limit the collection and processing to information necessary to achieve one or more legitimate purposes as identified in this notice. Personal and confidential information may include: a) basic personal information, including name and address, date of birth, contact details, nationality, the fact you are a member of Christchurch; b) financial information, including account and payment and details; c) information about your family, lifestyle and social circumstances and preferences; d) education, employment; e) visual images and personal appearance (such as pictures and CCTV images), online profile and social media information and activity, based on your interaction with us and our websites and applications.

2. Who are we?

The Board of Trustees of Christchurch Three Mills is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Board of Trustees of Christchurch Three Mills 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.

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;
- To administer membership records, including records for groups for children and young people;

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- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running through the work of Christchurch Three Mills
- To enable us to celebrate birthdays and other life events
- If you undertake a role at Christchurch, we may need to share your details with the Diocese of Chelmsford so they can keep you informed about training courses, news, activities and services occurring in the diocese that are directly relevant to the role.

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

- Communication, including fundraising information, which is in the legitimate interest of members of the Church.
- Explicit consent:
 - o of the data subject so that we can keep you informed about news, events, activities and services in the life of Christchurch Three Mills.
 - o of the data subject, if you undertake a role at Christchurch, to share your contact details with the Diocese of Chelmsford so they can keep you informed about training courses, news, activities and services occurring in the diocese that are directly relevant to the role.
 - o of a parent or an adult in a parental role so that we can keep records of groups for children and young people.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or 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:
 - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - o there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the life of the church with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website. Specifically, we retain church membership data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently. Records on a computer database of Church contacts are kept for 5 years after they are no longer current. Registration forms for children’s groups, clubs and activities and attendance lists are kept for

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5 years after they are current (these are needed for reference purposes when people request verification of attendance for school applications).

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 the Trustees of Christchurch Three Mills hold about you;
- The right to request that the Trustees of Christchurch Three Mills correct 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 the Trustees of Christchurch Three Mills 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) [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) [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 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.

9. Security

We are committed to ensuring that your information is secure with us and with the third parties who act on our behalf. For more information about the steps we are taking to protect your information, please contact – office@christchurchthreemills.co.uk or at the Church Office, 3 Riverside Road, Stratford, London E15 2RG.

10. Changes to this notice

From time to time, we may revise this Notice. Changes may be made for any number of reasons, including to reflect industry initiatives, changes in the law, and changes to the scope of the Services, among other reasons. You can tell when we last updated the Notice by checking the date at the beginning of the Notice. Any changes will become effective when we post the revised Notice on the Site.

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11. Contact Details

To exercise all relevant rights, queries or complaints in the first instance contact the Admin and Comms Lead via email – office@christchurchthreemills.co.uk or at the Church Office, 3 Riverside Road, Stratford, London E15 2RG.

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.