

# Christ Church Central Leeds Privacy Notice

## How Christ Church Central Leeds uses your information

Christ Church Central Leeds (“we”) is committed to safeguarding your personal information. In order to handle ‘personal data’ about you we are required by law to provide this notice.

## Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (“GDPR”).

## Why do we collect and use your information?

We collect and use your information to contact you regarding our activities, to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law regarding data sharing. We do not share your information with others except as described in this notice.

## What data do we process?

When we hold or use your information it is known as ‘processing’. We will process some or all of the following where necessary to fulfil our roles and responsibilities as a church:

- Names, titles, aliases, and photographs;
- Contact details such as telephone numbers, addresses, and e-mail addresses;
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependents;
- Where you make donations or pay for activities, financial identifiers such as bank account numbers, payment card numbers, and payment/transaction identifiers;
- The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs.
- Where you provide this information, we may also process data from the other categories of sensitive personal data (these are defined as: racial or ethnic origin, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data, data concerning sexual orientation and criminal records, fines and other similar judicial records).

## How do we process your personal data?

We will comply with our legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that

appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our church roll in accordance with the International Presbyterian Church (IPC) Book of Church Order);
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice, with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, weddings and funerals;
- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of each data controller;
- To administer the membership records;
- To fundraise and promote the interests of the Church;
- To maintain our own accounts and records;
- To process a donation that you have made (including Gift Aid information);
- To seek your views or comments;
- To notify you of changes to the services we provide, and role holders;
- To send you communications which you have requested and that may be of interest to you, such as information about events and activities relevant to the life of the church;
- To process a grant, or application for a role;
- To enable us to provide a voluntary service for the benefit of the public.

### **What is the legal basis for us processing your personal data?**

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as the IPC). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms. Some of our processing is necessary for compliance with a legal obligation. As a religious organization, we are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is legally required or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our parent denomination, the International Presbyterian Church;
- Our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software;

- Other Elders or lay persons engaged to support the mission of the Church (including assistant or temporary ministers).
- Other persons or organisations operating with permission within the church;
- On occasion, other churches with which we are carrying out joint events or activities.

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

In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed. However, we may keep some records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. We will keep some records permanently if we are legally required to do so.

### **Your rights and your personal data**

Under Data Protection legislation, you have the following rights:

1. The right to access information we hold on you
2. The right to correct and update the information we hold on you
3. The right to have your information erased.
4. The right to object to processing of your data
5. The right to data portability
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
7. The right to object to the processing of personal data where applicable.
8. The right to lodge a complaint with the Information Commissioner's Office.

To make a request for your personal information, please contact any of the trustees of Christ Church Central Leeds.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the trustees of Christ Church Central Leeds in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact Details**

Please contact any of the trustees of Christ Church Central Leeds if you have any questions about this Privacy Notice or the information we hold about you, or to exercise all relevant rights, queries or complaints.

You can also contact the Information Commissioners Office on 0303 123 1113, via email at <https://ico.org.uk/global/contact-us/email/>, or by post at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.