



# Spicer Street Church

## Privacy Notice

### How Spicer Street Church (“we”) use your information

Your privacy is important to us and we are committed to safeguarding your personal information. Please read this notice together with any other privacy notice that we may provide on specific occasions when we collect or process personal data about you so that you are fully aware of how and why we are using your data.

#### **Data Controller**

Spicer Street Church is the data controller and is responsible for your personal data.

#### **Why are we collecting your data?**

We collect personal data to provide pastoral care, to fulfil our purposes as a church and to comply with the law. In legal terms this is called “legitimate interests”. When it is required, we may also ask you for your consent to process your data. We do not share your information with others except as described in this notice.

#### **The categories of information that we may collect, hold and share include:**

- Personal information (such as name, telephone number/s, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth)
- Special categories of personal data (such as your religious beliefs)

#### **Storing your data**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Details of retention periods are available in our records retention policy, which is available on request.

We will contact you annually to check that the information we hold is accurate and that you agree to us holding it.

#### **Security of your data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, trustees and finance team members who need to know. They will only process your personal data on our instructions.

We have put in place procedures to deal with any suspected personal data breach and will notify you and the Information Commissioner’s Office (ICO) where we are legally required to do so.

#### **Who do we share your information with?**

We will not share your information with third parties without your consent unless the law requires us to do so.

## **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold (see below for how to get in touch).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we collect or use your personal data, you should raise your concern with us in the first instance or directly with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Contact**

If you would like to discuss anything contained in this privacy notice, require further information on how your information is used or kept secure, wish to request access to data we hold about you or would like to request a copy of our records retention policy please contact:

Wendy Upton  
Spicer Street Church Office  
19 Watson's Walk  
St Albans AL1 1PD  
[office@spicerstreet.org.uk](mailto:office@spicerstreet.org.uk)  
01727 857044

This policy will be reviewed in May 2019.

May 2018

*Spicer Street Church is a Charitable Incorporated Organisation*