



Spicer Street Church

Privacy Notice

How Spicer Street Church use your information

Your privacy is important to us and we are committed to keeping your personal information safe. This notice tells you how and why we use information about you, and your legal rights.

Please read this document together with any other privacy notice that we may provide on specific occasions when we collect or process information about you.

Who does this notice apply to?

This notice applies to anyone who attends or is in contact with us regularly or occasionally, including members and former members whose data we retain. It also applies to suppliers whose data we process.

Data Controller

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

Categories of information that we may collect, hold and share include:

- *Personal information* (such as name, telephone number/s, address, email address, family details, church membership details, Disclosure and Barring Service checks and financial information in connection with donations and Gift Aid)
- *Characteristics* (such as sex, marital status and date of birth)
- *Special categories of data* (such as religious beliefs)

Why and on what lawful bases do we process information about you?

- *Legitimate interests* - we process personal data to: fulfil our purposes as a church, including providing pastoral care; keep you informed of church news; communicate with formal church members and produce a members' address book where requested; communicate with HMRC over Gift Aid; and to comply with the law. In legal terms this is called *legitimate interests*.
- *Contract*: we process information about employees under the *contract* basis.
- *Consent*: when it is required, we may also ask you directly for your *consent* to process your data.

Storing your data

We may store your data in our offices, online using ChurchSuite (our information management system) or on UK-based secure Cloud servers. We will retain your personal data for only as long as is 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 seek to comply with data protection legislation. Details of retention periods are available in our *Records Retention Policy*, available on request.

We will endeavour to keep your information up to date and will contact you on a regular basis to check that the information we hold is accurate.

Data Security

We take measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Access to your personal data is limited to employees, trustees, finance team members and ministry leaders. They have access only to that data which they require for their work.

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

Sharing your information

Third parties may have access to your data as part of a contract with us (eg ChurchSuite). We may share data with HMRC if you have made a Gift Aid declaration. We will not share your information with other third parties without your consent unless the law requires us to do so or it is necessary in the provision of emergency medical care.

Your rights

Data protection law gives you a number of rights, including the right to:

- Be informed about the collection and use of your personal data
- Ask us for copies of your personal information
- Have inaccurate information rectified or completed
- Have information erased in certain circumstances
- Restrict processing in certain circumstances
- Object to processing in certain circumstances, including for direct marketing
- Data portability (not normally applicable in a church setting)

You also have a right to claim compensation for damages caused by a breach of data protection law.

Complaints

If you have a concern about our use of your personal information, please raise it with us. You may also complain direct to the ICO if you are unhappy about how we have used your data: <https://ico.org.uk/make-a-complaint/>

Contact

If you have questions about this privacy notice, how we use your information, how we keep it secure or your rights to access information we hold about you, please contact us at:

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Spicer Street Church is a Charitable Incorporated Organisation