



# CityCoast Church Data Protection Notice

## 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 2016/679 (the "GDPR").

## Who are we?

Simon Lewis is the data controller [simon@citycoast.church](mailto:simon@citycoast.church). This means he decides on behalf of the Trustees of CityCoast Church how your personal data is processed and for what purposes.

CityCoast Church 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:

- For members of the leadership team to provide pastoral care to church members.
- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution.
- To administer membership records.
- To promote the interests of the organisation.
- To manage our employees and volunteers.
- To maintain our own accounts and records.
- To use CCTV systems for the prevention of crime.
- To operate websites, apps, social media and deliver the services that individuals have requested.
- To inform individuals of news, events, activities or services running at CityCoast Church/Centre.
- To process gift aid applications.

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

The legal basis for CityCoast Church/Centre processing your personal data falls under Article 6 of the GDPR. Article 6 processing shall be lawful only if and to the extent that at least one of the following applies:

You have given consent to the processing of your personal data for one or more specific purposes (see above).

Processing is necessary for the performance of a contract with you or to take steps to enter into a contract, e.g. to rent space at CityCoast Centre.

Processing is necessary for compliance with a legal obligation.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with CityCoast Church leaders, employees and volunteers. We will only share your data with third parties outside of CityCoast Church/Centre with your consent.

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

We keep your personal data for no longer than reasonably necessary and we only retain your data for the purposes described above. We use the following criteria to determine how long to retain your personal data:

We will keep the personal data of a church member for as long as you are a member of CityCoast Church.

To satisfy employment good practice, personal information regarding employees, including contact details, appraisals and reviews will be kept for at 5 years. Employees' financial records are retained for 3 years as HMRC may request to see them during this time.

We must keep financial records for 6 years 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 company's accounting periods.

All documents related to those working with children in the church will be kept for an indefinite period.

## **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 data controller holds about you.

The right to request that the data controller corrects 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 data controller to retain such data.

The right to withdraw your consent to the processing at any time.

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 lodge a complaint with the Information Commissioners Office.

## Transfer of data abroad

Personal data are held on Planning Center which is based outside the EU. Planning Center has self-certified with both the EU-US and Swiss-US Privacy Shield Frameworks. Details of their participation status are available on the Privacy Shield website (their registration is under their corporate name, Ministry Centered Technologies, Inc.).

## 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.

## Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the data controller, Simon Lewis [simon@citycoast.church](mailto:simon@citycoast.church).

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.

## Consent

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.

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to the data controller holding and processing your personal data:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Where you do not grant consent, we will not be able to use your personal data, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. If you do not grant consent to processing, you will not receive emails regarding future events etc.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting the data controller. Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

**Signed** \_\_\_\_\_

**Date:** \_\_\_\_\_