

PRIVACY NOTICE

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").

2. Who are we?

Grace Church Bolton is the data controller (contact details below) for any data collected, stored and processed by Grace Church Bolton. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Grace Church Bolton 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 inform you of news, events, activities and services running at Grace Church;
- To manage our employees and volunteers (including the distribution of rotas);
- To maintain our own accounts and records (including the processing of Gift Aid applications);

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

- Explicit consent of the data subject so that we can keep you informed about news and events
- Processing may be necessary for us to meet our legal obligations as a charity, for example in relation to Gift Aid or under employment, social security or social protection law.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. We use third-party applications such as ChurchSuite & MailChimp to store and process your data, and you can access their Privacy Notices on their respective websites. Your data will only be visible to others in MyChurchSuite if you choose to make it visible. You can update your preferences at any time by logging in to MyChurchSuite.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in our Data Retention Policy, which states that personal data stored on ChurchSuite will be deleted within 6 months of the data subject leaving the church. This personal data will remain in ChurchSuite's data back-ups for a time after deletion – more information about this can be found in their Privacy Notice. In some cases, we may need to store data for longer than 6 months after the data subject has left the church. Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and marriage registers permanently.

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 Grace Church Bolton holds about you;

- The right to request that Grace Church Bolton 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 Grace Church Bolton to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that Grace Church Bolton provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- 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 Privacy 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. Contact details

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Lead, Steph Bradbrook using the following email address: steph@gracecentre.org.uk

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.