

Emmanuel Church (Bramcote) Privacy Notice



How Emmanuel Church (Bramcote) (“we”) use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

Data Controller

Emmanuel Church (Bramcote) is the data controller and responsible for your personal data.

Why are we collecting your data?

We collect personal data 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. In legal terms this is called ‘legitimate interests’. Specifically –

- Your name and contact details will be stored in a password-protected database. The only people who have access to this database are the Leadership Team and the Membership Secretary. We will contact you once every two years to check that the information we are holding is accurate and that you still agree to us holding it.
- We will include your name and contact details in our printed church directory which is distributed in hard copy to all regular attendees of the church. We will not give copies of the Church Directory to anyone else. We will only include you if you give your specific consent for us to do so.
- You can ask for all or any of your details to be removed (or amended) at any time by either:
 - o Clicking on “unsubscribe from this list” at the bottom of the Christ Church Wollaton newsletter or Emmanuel Church Bramcote monthly notification, or
 - o Emailing **gdpr@bramcote.church** and stating that you wish to withdraw your consent.
- To enable us to provide adequate pastoral support to you and your family, the managing trustees and their appointed officers may record information which may be regarded as sensitive. This information includes safeguarding self-disclosure forms and signed statement of faith declarations. The information will be stored (in password protected documents) but the password will only be known by the managing trustees and their appointed officers. Any paper copies will be stored in locked boxes. This information will NOT be disclosed to anyone else without your consent other than when legally required to do so.
- For employees – we collect the following personal information - your name, telephone number, address, email address, date of birth, national insurance number and bank account details and characteristics – your gender, country of birth, religion etc. The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of selection processes and in connection with any subsequent employment or placement, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed. We are collecting this information to enable us to enter into a contract of employment with you. If you are unable to provide this information then we will be unable to enter into that contract.
- 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, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth)
- Special categories of personal data (such as your religious beliefs and safeguarding information)

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 you can request by contacting us at **gdpr@bramcote.church**.

We will contact you once every two years to check that the information we are holding 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 managing trustees and their appointed officers 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 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. The only exception to this is that MailChimp is currently used to distribute some newsletters and monthly updates by email. Access to this information is governed by MailChimp's privacy policy <https://mailchimp.com/legal/privacy/>.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact us via email to **gdpr@bramcote.church**.

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.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact us via email to **gdpr@bramcote.church**.

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

Contact:

If you would like to discuss anything in this privacy notice, please contact us by email to **gdpr@bramcote.church** or talk to Phil Carter.