

Deal Pentecostal Church Data Policy and Privacy Notice

How we (Deal Pentecostal Church) use your information

We are committed to safeguarding the privacy of your information.

Why do we collect and use your information?

We collect and use your information to contact you, to send you our sermon notes (when requested) and other communications regarding our activities, 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 regarding data sharing. We do not share your information with others except as described in this notice.

We also hold list of Names and Contacts of Church Attendees that is available to other Attendees. Your details will only be on this list if you give your consent (see **Data Consent Form**). We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it.

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

- Personal information (such as name, telephone, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth)
- Gift Aid declarations (also shared with AoG who process the Gift Aid donations)

Storing your data

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. Specifically, we retain details of Attendees whilst still current; Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and Registers (baptisms, marriages, funerals) permanently.

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. To make a request for your personal information contact the Pastor.

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 the Pastor. 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/>

General Data Protection Regulation Legitimate Interests Assessment

We collect and use information about Church Attendees to contact them, to send them sermon notes (when requested) and other communications regarding our activities, 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 regarding data sharing. We do not share their information with others except as described in our **Privacy Notice**. This information is only available to the Church Leadership for Pastoral Care and we believe that this comes under the *General Data Protection Regulation Legitimate Interests* so we have not expressly requested the permission of our Church Attendees.

We also have information (restricted to Names and Contact details) that is available to other Church Attendees. This information is held with the Church Attendees express permission (see **DPC-031 Data Consent Form**).

General Data Protection Regulation Legitimate Interests Checklist

- ✓ We have checked that **Legitimate Interests** is the most appropriate basis.
- ✓ We understand our responsibility to protect the individual's interests.
- ✓ We have conducted a **Legitimate Interests Assessment (LIA)** and kept a record of it, to ensure that we can justify our decision.
- ✓ We have identified the relevant **Legitimate Interests**.
- ✓ We have checked that the processing is necessary and there is no less intrusive way to achieve the same result.
- ✓ We have done a balancing test, and are confident that the individual's interests do not override those legitimate interests.
- ✓ We only use individuals' data in ways they would reasonably expect, unless we have a very good reason.
- ✓ We are not using people's data in ways they would find intrusive or which could cause them harm, unless we have a very good reason.
- ✓ If we process children's data, we take extra care to make sure we protect their interests.
- ✓ We have considered safeguards to reduce the impact where possible.
- ✓ We have considered whether we can offer an opt out.
- ✓ If our **LIA** identifies a significant privacy impact, we have considered whether we also need to conduct a DPIA.
- ✓ We keep our LIA under review, and repeat it if circumstances change.
- ✓ We include information about our **Legitimate Interests** in our privacy notice.