

CHRISTCHURCH HARPENDEN

Privacy Notice

How ChristChurch Harpenden (“we”) uses your information

At ChristChurch Harpenden your privacy is important to us. We are committed to maintaining the trust and confidence of our members and attenders and 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 Church News 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.

Your name and contact details will be entered on our church database on ‘iknowchurch’, our church management system, and you will have access to your own profile on the system via a personal password. The database is stored on two church office computers which are password protected. Your contact details will be removed from the database once you have left the church. We will contact you annually to check that the information we are holding is accurate and that you still agree to us holding it.

Any information which is held in paper form will be kept in locked cabinets / cupboards.

We will include your name and contact details in our printed church directory which is distributed in hard copy to church members and regular attenders. We will only include you if you give your specific consent for us to do so. You can ask for any of all of your details to be amended or removed at any time.

We do not share your information with others except as described in this notice.

For employees – the personal information we collected from you and the personal data you provided in your application as part of the recruitment process will only be held and processed for the purposes of selection processes and in connection with any subsequent employment or placement, unless otherwise indicated. Your data will only be held for as long as is permitted by UK legislation and then destroyed.

The legal basis for collecting and using your information.

The legal grounds that we rely on to enable us to process your data are:-

1. Your consent
2. Our legitimate interests – we are collecting and processing your data to enable the church to keep in touch with you and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church’s legitimate interest.

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

- Personal information (such as name, photograph/image, telephone number, postal address and email address, social media e.g Facebook and Twitter)
- Characteristics (such as gender, religion, ethnicity, language, nationality, date of birth for under 18s)

Storing your data

We hold your data for varying lengths of time, as detailed in our Data Retention Policy, depending on the type of information in question but in doing so we always comply with Data Protection legislation.

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 and to amend any information about you that we hold. To make a request for your personal information contact the Operations & Communications Manager on - office@christchurchharpندن.org.uk

We undertake to respond in 20 days from the date of request.

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 see our Data Protection Policy, Data Retention Policy, Information Security Policy, Data Breach Policy and Data Protection Complaints Policy, all of which can be found on our website – www.christchurchharpندن.org.uk . For any further information, please contact the Operations & Communications Manager on - office@christchurchharpندن.org.uk

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 the Operations & Communications Manager on - office@christchurchharpندن.org.uk