

Welwyn Evangelical Church Privacy Notice

How Welwyn Evangelical Church (“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 so that you are fully aware of how and why we are using your data.

Data Controller

Welwyn Evangelical Church is the data controller and responsible for your personal data.

Why are we collecting your data?

We collect personal data to:

- provide contact details for children attending church groups,
- provide contact details for members of the Church,
- monitor and assess the quality of our services,
- fulfil our purposes as a church, and
- comply with the law.

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

- Personal information (such as name, telephone number, address and email address)
- Sensitive personal information such as medical information where appropriate for children attending church groups and Church members receiving pastoral care

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.

We will contact you annually 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 being accidentally lost, used or accessed in an unauthorised way, altered or

disclosed. In addition we limit access to your personal data to those employees, church officers and members 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 Information Commissioner in the event of any serious breach occurring.

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 us at the address given below.

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 marketing our services
- 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 Data Protection Compliance Manager (see contact details below).

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: Anthony Hendley, Data Protection Compliance Manager c/o Welwyn Evangelical Church, Fulling Mill Lane, Welwyn, Herts AL6 9NH. E-mail tonyh0053@gmail.com