

## Doxa Deo Community Church Master Privacy Notice

**Doxa Deo Community Church: Suite 1 444 Ewell Road Tolworth KT6 7EL**

**Data Privacy Officer: Lucy Moreton**

### **Introduction**

Doxa Deo Community Church (DDCC) is a Charitable Incorporated Organisation. We are a Christian Church based in South London. We worship together; and we reach outward into our City to see lives impacted by God's power.

### **How we collect your information**

We collect your information when you fill out a contact card at one of our services, attend an event for which pre booking is required, or contact us through an outreach event. We also collect information about you are a Partner of DDCC.

If you are legally responsible for a child attending a DDCC event we will collect data about you as well as data for your child.

This is data provided by you. We do not collect data about you from any third party.

### **What do we do with it?**

If you are a Partner of DDCC or provide your contact

details on a Contact Card we use this information to enable you to take part in events run by DDCC. If you volunteer to support the work of DDCC we will use your data to facilitate that; for example in arranging rotas.

If you pre book an event we use that data to note your attendance at any event and to ensure any applicable ticket fee is paid.

If you make contributions to DDCC though the banking system we use that information to collect any agreed donation and to comply with any legal obligations regarding this.

If you are responsible for a child attending a DDCC event we collect data about you to be able to contact you in an emergency and to comply with our legal obligations on Child Protection.

As the data is provided by you; we therefore process this data with your consent. However the data processing is also in line with the legitimate interests of a not for profit organisation in arranging events; notifying interested parties of events etc.

We hold your data for the duration of your partnership with us, or the event if more time limited. You can contact us to change or delete your data at any time.

## **Who do we share it with?**

**DDCC will not sell your data to any third party.**

We do however need to share your data as follows:

- Contact data is held on a website application called

“Church Suite”. This enables us to arrange rotas of volunteers, manage church activities and maintain contact with you. Church suite is fully compliant with the GDPR.

- Attendance records and any accompanying notes for Children attending activities are held so that we can comply with our obligations under child protection.
- Your Banking data will be shared with your bank to enable us to collect payments from you; or to make payments to you. It will also be shared with HMRC for the purposes of collective gift aid where relevant.
- If you make payments to, or receive payments from the Church necessary details will be shared with the Doxa Deo Office in South Africa who provide our accountancy services. South Africa has compatible data protection policies with the EU; more detail is available from Paul Pickhaver
- Your donation history may be shared with the leadership and / or Trustees for the purposes of financial planning.