

OAKHALL CHURCH PRIVACY POLICY

As Data Controller, Oakhall Church is committed to respecting your privacy and complying with applicable data protection and privacy laws. This notice explains how we collect, use and protect your personal information as part of our Church family. Personal data is information that can be used to identify you. In line with General Data Protection Regulations (GDPR) we maintain and update personal data, store and destroy it securely, do not collect excessive data and protect it from loss, misuse and disclosure.

The basis for collecting your information

We process your personal data as a not-for-profit body with a religious aim for the following reasons:

- With your *explicit consent* so that we can keep you informed of Church activities
- Where there is a *legitimate interest* to collect data to fulfil our purposes as a Church
- Where we need to fulfil contractual or *legal* obligations to you
- *Vital interest*: where processing might protect someone's life

Your information and how we use it

Your personal data includes details of name, address and e-mail, and phone contacts. We collect, process, store and use this data:

- To enable us to keep in touch with you and to help other Church partners to contact you (subject to their preferences)
- To provide pastoral care and support as appropriate
- To deliver our Church ministries and activities
- To provide you with news of our ministries and activities
- To safeguard children, young people and vulnerable adults
- For purposes of day-to-day administration and record keeping (including the processing of Gift Aid)
- To recruit, support and manage our employees and volunteers
- To maintain and secure our property and premises
- To respond effectively to enquirers
- To fulfil our lawful and legitimate interests and obligations

The information may be classified under GDPR as “sensitive personal data” because, as a church, the fact that we hold this information may be suggestive of your religious beliefs.

How we collect information

We collect personal information from you when you use ChurchSuite, complete a form, contact us, sign up, complete a giving instruction or Gift Aid declaration, apply to work or volunteer at the Church, or undertake a safeguarding check,

We may collect information about you using cookies (files which are sent by us to your computer or other device) which collect aggregated and anonymous data to monitor how visitors use our web site. By continuing to use our website you agree that we can place cookies on your device.

We may process data as video and audio footage of individuals attending Church premises (internally or externally) or engaging with a Church activity.

How we safeguard your information

Your personal details will be treated as private and confidential and will be held on our ChurchSuite data base which is securely protected. Details will only be shared with third parties if we are required to do so for legal purposes, where it is needed to perform our tasks or, with your knowledge, the on-line streaming of Church events. Otherwise, we do not share this information with third parties and your details will not be disclosed to anyone without your consent or where it is needed for legal and statutory purposes. We keep data only for as long as it is needed and if we are legally required to do so.

Your rights concerning personal information

You have the rights to

- Choose how we contact you
- Ask to see any information we hold about you by making a request to the Church office
- Ask for information which you believe to be incorrect to be rectified or erased
- Unsubscribe from any form of communication at any time by contacting the Church office (office@oakhallchurch.org.uk).

If you are unhappy with the way in which we hold and use your data you should contact the Church office. If you are still not satisfied, or do not believe that your data is being handled lawfully, you have the right to contact the Information Commissioner's Office (<https://ico.org.uk/>).

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