



DATA PRIVACY NOTICE

COASTLANDS COMMUNITY CHURCH

1. What is your personal data?

Personal data relates to any living person who can be identified from that data. Identification can be from the information alone, or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR)

2. Who are we?

Coastlands Community Church is based in the Columbine Centre in Walton on the Naze and is a church for all ages from all walks of life with one thing in common...we love Jesus Christ. Our desire is to know God more and to help everyone discover how amazing He is! We take data protection very seriously and have appointed **Pastor Mark Rowland** as our Data Protection Officer(DPO) and **The Trustees of Coastlands Community Church** as our Data Controller (DC). This means that the church has nominated people in place to decide how your data is processed and for what purposes and that we obey the law when we hold your data.

3. How do we process your personal data?

Coastlands Community Church's nominated DPO and DC complies with its obligations under the GDPR by keeping personal data up to date, by storing it and destroying it securely, by not collecting or retaining excessive amounts of data, by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To inform you of news, events, activities and services run under the umbrella of Coastlands Community Church
- To promote the interests of the charity
- To enable members to contact each other
- To manage employees and volunteers
- For Gift Aid if you donate and are a tax payer
- For payroll if you are an employee
- For DBS checks if you are undertaking a regulated activity
- For Charities Commission Information if you are a trustee

For parental consent if you have a child under the age of 18 who attends any of Coastlands Community Church activities.

To keep in touch if you are not a member of the Church

4.What is the legal basis for processing your personal data?

The explicit consent of yourself is needed so we can keep you informed about news, events activities, process your gift aid donations and cascade out any information that is of special relevance to Coastlands Community Church. Processing is further necessary if you are an employee, so we can sort out tax and national insurance. There is no disclosure to a third party without your consent.

5.Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church for purposes connected with the church. Your data will only be shared with a third party outside of Coastlands Community Church with your express consent.

6.How long do we keep your personal data?

Coastlands Community Church keeps your data as follows

DBS data is kept for 3 years

Personal contact data is reviewed each year and can be deleted at any time with a request to the DPO and DC

Gift Aid data is kept for a recommended period of 7 years

Payroll data is kept for a recommended period of 7 years

Busybee's data is kept for the length of time the child attends the group

Ignite data is kept for as long as the person is a member of the group

7.Your rights and your personal data

Under the GDPR you have the following rights with respect to your personal data:

The right to hold a copy of your personal data which the DPO has

The right to request that the DPO corrects any personal data if it is found to be out of date or inaccurate

The right to request your personal data is erased where it is no longer necessary for the information to be retained

The right to withdraw your consent to Coastlands Community Church holding your personal information at any time

The right to request the DC provide you with your information and if possible transmit that information directly and securely to another DC e.g. for church reference, DBS information.

The right, where there is a dispute in relation to the accuracy or processing of your personal data to request a restriction is placed on further processing.

The right to object to the processing of personal data where applicable e.g for statistics.

The right to lodge a complaint with the Information Commissioners Office

8.Further Processing of information

In the very rare occasion that Coastlands Community Church needs to use your data for purposes not highlighted in this Data Privacy Notice then you will be contacted and given a full explanation and how the data will be processed. Where and whenever necessary we will seek your consent to the new processing.

9.Contact details

If you have any queries concerns or complaints with regards to your data please in the first instance contact The Data Controller at:

Coastlands.walton@gmail.com or in writing if no computer access at

Coastlands Community Church, 32 Hall Lane, Walton on the Naze, Essex CO14 8QA

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioners Office, Wycliffe House, Water lane, Wilmslow Cheshire SK9 5AF