

PRIVACY NOTICE - General

How Avery Hill Christian Fellowship (“we”) use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by *the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the “GDPR” and other legislation relating to personal data and rights such as the Human Rights Act 1998.*

We collect and use your information as follows:

- to enable us to meet all legal and statutory obligations;
- to contact you to send you communications regarding our activities;
- to provide appropriate pastoral care;
- to fulfil our purposes as a church;
- to carry out our safeguarding procedures;
- to notify you of changes to services, events and roles performed in the church;
- to deliver the church’s mission to our community, and other voluntary or charitable activities for the benefit of the public as provided for in our constitution;
- to fundraise and promote the interests of our church and charity;
- to maintain our own accounts and records;
- to process a donation that you have made (including Gift Aid information);
- to seek your views or comments.

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

- Personal information (such as name, telephone number, address and email address)
- Where you make donations or incur expenditure on behalf of the church, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data, data concerning sexual orientation and criminal records, fines and other similar judicial records.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests. An example of this would be our list of church contacts that enable us to inform you of church events.

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in



connection with the hire of church facilities.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Storing your data

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. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

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 Paul Piper by email at pjpiper111@aol.com or by post to the above address.

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 contact Paul Piper.

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:

Contact Details

Name: Paul Piper

Address: Avery Hill Charitable Trust, Southspring, Sidcup, DA15 8EA

Email: pjpiper111@aol.com