

DATA PRIVACY NOTICE 2022

Raglan Road Christian Church, 70 Raglan Road, Smethwick B66 3ND
Registered Charity Number: 1020504

Explanation of jargon used in this document:

Personal data is information about a living individual which is capable of identifying that individual.

Processing is anything done with/to personal data, including storing it.

The data subject is the person about whom personal data are processed.

The data controller is the person or organisation who determines the how and what of data processing.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data.

Identification can be by 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* (the "GDPR").

2. Who are we?

Raglan Road Christian Church, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Raglan Road Christian Church complies with its obligations under the "GDPR" by keeping personal data up to date; by storing 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. To process data lawfully and be guided correctly, Raglan Road Christian Church is registered with the Information Commissioner's Office.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- To administer membership records
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers

- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, events, activities and services running at Raglan Road Christian Church
- To communicate with anyone who hires any aspect of Raglan Road Christian Church
- To share your contact details with the Trustees, Eldership, Ministry Leadership and Administration Office so they can keep you informed about news and events, activities and services that will be occurring in the church and in which you may be interested

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about church events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with us in connection with those purposes); and
 - there is no disclosure to a third party without 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 in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

Photographs and videos:

We have a general no photographs approach within the church, however should a specific occasion arise where taking photographs are appropriate, specific consent would be required. Photographs taken in an official capacity by the church for areas such as marketing and church news will be stored for posterity as an historical record and kept within the church management security system.

Social Media:

Raglan Road Church has social media accounts such as Facebook and Twitter and sign up to their terms and conditions. It is your choice to choose to follow these accounts. We do not share from people we don't know, only from members who have chosen to follow or interact with our social media presence. RRCC also operates a private Face Book account which is used to share ministry news, prayer requests and updates on church activities. Membership of this group is managed by designated leaders authorised by RRCC Eldership. Any post deemed not fit for the agreed criteria will be instantly removed.

6. How long do we keep your personal data

The church is obliged to meet the legal requirements for the retention and disposal of records in accordance with relevant legislation. For example, we hold Gift Aid declarations and associated financial and HMRC documentation for up to 6 years after the calendar year to which they relate; with church registers (baptisms, marriages, funerals) being held permanently. All personal data kept electronically is kept under strict password administration rights, internet firewalls and virus protection. Paper copies are stored and locked with strict access rights

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Raglan Road Christian Church holds about you
- The right to request that Raglan Road Christian Church corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary Raglan Road Christian Church to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) *[Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]*
- 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) *[Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]*
- The right to lodge a complaint with the Information Commissioners Office

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Updates

This policy is a living document and open to change and amendments. Please check for any matters that may concern you.

10.. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Raglan Road Christian Church Business Manager at Raglan Road Christian Church, 70 Raglan Road, Smethwick B66 3ND Tel: 0121-555-5891

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 Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.