

# Darent Valley Community Church

## DATA PRIVACY NOTICE



Sharing God's Love

### 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 church's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2018 (the "GDPR").

### 2. How do we process your personal data?

Darent Valley Community 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.

We use your personal data for the following purposes: -

- The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, preparation of rotas, maintaining financial records of giving for audit and tax purposes.
- Contacting you to keep you informed of church activities and events.

### 3. 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.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law.
- There is no disclosure to a third party without consent.

### 4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other people associated with the church in order to carry out a service to other church members or for purposes connected with the church.

### 5. How long do we keep your personal data?

We keep data in accordance with our data protection policy. Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

## 6. 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 DVCC holds about you;
- The right to request that DVCC corrects any personal data if it is found to be inaccurate or out of date;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 for DVCC to retain such data;
- The right to withdraw your consent to the processing of personal data at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## 7. 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 necessary, we will seek your prior consent to the new processing.

## 8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the pastor.

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.