

## **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 2016/679 (the "GDPR")<sup>1</sup>.

## **WHO ARE WE?**

Hope Church Sittingbourne (HCS) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

## **HOW DO WE PROCESS YOUR PERSONAL DATA?**

HCS 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 may use your personal data for the following purposes: -

- To administer congregational membership records
- To fundraise and promote the interests of the organisation
- To process our financial records and associated HMRC gift aid claims
- To manage our employees and volunteers
- To maintain our own reasonable accounts and records
- To ensure adequate pastoral care is provided to those that are journeying with HCS
- To develop community connection through promoting events and groups
- For group, event and ministry leaders to contact those that have signed up for events, groups and ministry teams
- To externally inform individuals of news, events, activities or services running at HCS or with appropriate organisations we think are relevant to our work as an organisation and faith community
- To internally monitor engagement with HCS connection points (such as mid-week gatherings and various events) and develop pathways of appropriate 'next-steps' for people
- For checking children into and out of ministry groups as per our Child Protection Policy in line with best practice as advised by CCPAS
- To enable HCS to provide a voluntary service for the benefit of the public
- To operate the HCS website and deliver appropriate services that individuals have requested
- To contact individuals to conduct research about their opinions of current services or of potential new services that may be offered (i.e. feedback on events/gatherings)

## **SHARING YOUR PERSONAL DATA**

Your personal data will be treated as strictly confidential and will be shared only with relevant trained staff or volunteers handling your data for the express purposes you have given authorisation for. We will only share your data with third parties outside of our organisation with your prior written consent.

## HOW LONG DO WE KEEP YOUR PERSONAL DATA?<sup>2</sup>

Your personal data will be stored for a period of 12 months, except where legally obliged to store it for longer (i.e. financial records = 7 years). Every 6 months a data retention audit will be performed by our team upon which any redundant data will be archived and subsequently deleted 6 months after if it has not been used during that period.

<sup>2</sup>Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

We keep your personal data for no longer than reasonably and legally necessary and we only retain your personal data for the purposes outlined above.

## 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 HCS holds about you;
- The right to request that HCS 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 HCS to retain such data;
- The right to withdraw your consent to the processing at any time for administrative systems such as digital newsletters and church community software
- The right to request that HCS 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).
- 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.
- The right to lodge a complaint with the Information Commissioners Office.

## 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.

## **CONTACT DETAILS**

To exercise all relevant rights, queries of complaints please in the first instance contact our team at HCS via [info@hopesittingbourne.org](mailto:info@hopesittingbourne.org).

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.

## **CONSENT**

By signing our digital form(s) you are confirming that you have read this Data Protection Notice and that you are consenting to HCS holding and processing your personal data for the purposes specifically listed on the relevant digital form (please tick any boxes where you are happy to grant consent for).

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data to keep in contact with you either physically or digitally via official HCS communications such as our weekly electronic newsletter, event emails or by post except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting HCS via [info@hopesittingbourne.org](mailto:info@hopesittingbourne.org). Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.