

# DATA PRIVACY NOTICE



## YOUR PERSONAL DATA – WHAT IS IT?

Personal data refers to any information relating to an identifiable living individual. Identification can be by the data alone or in combination with other information in the data controller's possession. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## WHO ARE WE?

Hope Church Sittingbourne (HCS) is the data controller. This means HCS determines how your personal data is processed and for what purposes.

## HOW DO WE PROCESS YOUR PERSONAL DATA?

HCS complies with UK GDPR by:

- Keeping personal data up to date.
- Storing and destroying it securely.
- Not collecting or retaining excessive amounts of data.
- Protecting personal data from loss, misuse, unauthorised access, and disclosure.
- Implementing appropriate technical and organisational security measures.

We process personal data under the following legal bases:

- **Legitimate interests** – for activities necessary to fulfil the church's purposes.
- **Consent** – for activities requiring permission (e.g., newsletters, communications).
- **Contractual necessity** – for employees and volunteers.
- **Legal obligation** – where required by law (e.g., financial records, safeguarding).

## PURPOSES FOR PROCESSING YOUR DATA

We may use your personal data for the following purposes:

- Congregational membership records and pastoral care.
- Fundraising and promoting church events.
- Financial administration (including Gift Aid claims to HMRC).
- Managing staff and volunteers.
- Ensuring safeguarding compliance in accordance with best practice and CCPAS guidance.
- Organising groups, events, and ministries, including contacting attendees.
- Internal engagement tracking (to help members find relevant next steps).
- External communications about relevant events, news, and services.
- Operating the church website and ensuring digital security.
- Research and feedback collection (e.g., service or event evaluation).

## SHARING YOUR PERSONAL DATA

Your personal data is treated confidentially and shared only with trained staff or volunteers where necessary for authorised purposes. We may share data with trusted third-party providers for specific services (e.g., church management software, email providers, HMRC for Gift Aid).

We will not share your data with third parties outside of HCS without your explicit consent, unless required by law.

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## CHILDREN'S DATA

For safeguarding reasons, we process children's data only with explicit parental or guardian consent. Children's ministry sign-in and out processes align with safeguarding best practices.

## DATA RETENTION PERIODS

HCS retains data only as long as necessary for the purposes outlined above:

- **Congregational records** – reviewed annually; deleted after two years if inactive.
- **Financial records** (Gift Aid, payroll) – retained for 7 years (legal requirement).
- **Safeguarding records** – retained per statutory guidance.
- **Children's ministry records** – retained until the child reaches 18 years old, unless a safeguarding issue requires longer retention.
- **Marketing and communication preferences** – reviewed annually.
- Data audits are conducted every six months to ensure compliance.

## YOUR RIGHTS UNDER UK GDPR

You have the following rights regarding your personal data:

- **Right of access** – Request a copy of your personal data.
- **Right to rectification** – Request correction of inaccurate data.
- **Right to erasure** – Request deletion of data no longer required.
- **Right to restrict processing** – Request limitations on how we use your data.
- **Right to data portability** – Request transfer of your data to another controller.
- **Right to object** – Object to processing based on legitimate interests.
- **Right to withdraw consent** – Opt-out of communications at any time.
- **Right to lodge a complaint** – File a complaint with the Information Commissioner's Office (ICO) if you believe your data is mishandled.

## FURTHER PROCESSING

If we wish to use your personal data for a new purpose not covered by this notice, we will provide you with a new privacy notice before processing. Consent will be obtained where necessary.

## CONTACT DETAILS

To exercise your data rights, or for queries and complaints, please contact:

- Hope Church Sittingbourne – [info@hopesittingbourne.org](mailto:info@hopesittingbourne.org)
- Information Commissioner's Office (ICO) – 0303 123 1113 / <https://ico.org.uk/global/contact-us/>

## CONSENT & COMMUNICATION PREFERENCES

By signing our digital consent forms, you confirm that you have read this notice and consent to HCS processing your data for the specific purposes indicated.

You may opt out of any communications at any time by contacting us at [info@hopesittingbourne.org](mailto:info@hopesittingbourne.org)