

## GENERAL DATA PROTECTION REGULATIONS

### General Privacy Notice

This General Privacy Notice explains the personal data we may collect about you when you contact us, either as a consequence of completing forms on our church website, engaging with us through social media or completing paper documents. You may have contacted us by telephone or email and we have recorded some personal details in order to answer your query and get back to you. This Privacy Notice also explains how we'll store and handle that data, keep it safe and your rights. The Data Controller is the Charity Trustees of Rhema Christian Ministries.

#### What Information Do We Collect and Why?

Personal information might include your name, postal address, phone number and/or email address. If you have applied for a staff or volunteer roles with us or are employed (or have been employed) by us, there will be other relevant employment details such as references, application forms and bank details for payment purposes and other documents required to obtain DBS clearance. Or, you may have set up regular financial giving to the church and we will hold details of standing orders or bank details for electronic payment purposes. Processing is necessary for carrying out legal obligations in relation to Gift Aid declarations; record keeping of all paperwork (including copy certificates) in relation to Baptisms and Child Dedications are permanently held. We have a number of activities for children and young people and hold the minimum information we need including the age of the children and next of kin, medical information and/or emergency contact details. The information we collect is either needed to answer your enquiry or is used in connection with specific activities, such as distribution of newsletters, details of church activities, registration or Membership requests. You do not need to disclose any personal information to browse our website.

#### How Long Do We Keep Personal Information?

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected. At the end of that retention period, your data will be deleted completely. Examples include 'Welcome Cards' where the purpose of collecting the data is to enable an initial discussion to take place with the Church Pastor, Leadership Team and/or staff team. Another example would be where permission is granted for a young person to attend a church activity and medical details are required with emergency contact numbers. Other information, such as Church Members details, will be retained indefinitely unless a request is made by the subject for it to be erased or are no longer in regular church attendance. Gift Aid Declarations and associated paperwork are kept for up to 6 years after the calendar year to which they relate as a legal requirement.

#### Updating Your Information

From time to time we will ask you to confirm the accuracy of the data we hold about you and at the same time will ask for continuing consent to hold it.

## Using Your Information for Marketing

As stated above, the information we collect is used to enhance communications for distribution of church information, emails, etc. If you advise our Administration Manager that you do not want to receive this information, your contact details will be retained but not used for this purpose.

## Sharing Your Information

We never sell or share your information to other organisations to use for their own purposes. We will only share your information if:

- We are legally required to do so, e.g. by a law enforcement agency legitimately exercising a power; if compelled by an order of the Court; or, where the church has a duty to report to relevant bodies concerning the protection of children and vulnerable adults.

## Storing Your Information

We place a great importance on the security of all personally identifiable information. Only authorised personnel have access to your information. Personal information is either stored in locked cupboards or held on computers with password protected access.

Authorised users of our computer systems are instructed that it is their responsibility to keep passwords confidential and are not to share them with anyone. Passwords are updated on a regular basis. All authorised persons are expected to abide by the terms of our Data Protection Policy (available by request from the Church Office).

## Your Rights

The GDPR/Data Protection Act gives you certain rights over your data and how we use it. These include:

- The right of access to personal data Rhema Christian Ministries holds about you
- The right to have inaccurate data corrected
- The right to have data deleted, subject to certain conditions
- The right to object to processing
- The right to restrict processing for direct marketing
- The right to lodge a complaint with the Information Commissioners' Office (visit [www.ico.org.uk](http://www.ico.org.uk) for further information)

If you wish to exercise any of these rights, please contact our Administration Manager by emailing [admin@rhema.org.uk](mailto:admin@rhema.org.uk) or by contacting the church office on 020 8655 4155.