**DATA PRIVACY NOTICE**

**The Church Council (Trustees) of Lifewell Church**

Lifewell Church uses personal data for the purpose of general church administration and communication and we’re committed to protecting and respecting your privacy. *We* recognise the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulation 2017.

This Policy explains when and why we collect your personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Staff & volunteers who obtain, handle, process, transport and store personal data for Lifewell Church must adhere to these principles.

**1. The GDPR Principles**

The GDPR principles require that personal data shall:

**1.1**. Be processed fairly and lawfully and shall not be processed unless certain conditions are met.

**1.2**. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.

**1.3**. Be adequate, relevant and not excessive for those purposes.

**1.4**. Be accurate and where necessary, kept up to date.

**1.5**. Not be kept for longer than is necessary for that purpose.

**1.6**. Be processed in accordance with the data subject’s rights.

**1.7**. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.

**1.8**. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**2. Your personal data – what is it?**

Personal data includes any data which relates to a living individual who can be identified from that data. The type and amount of your Personal data that we hold will depend on your relationship with Lifewell Church. Any information we as the data controller hold or process is governed by the General Data Protection Regulation (the “GDPR”).

The personal information that we collect include

* Contact details : Information we can use to make contact with you and where you live. your name, address, email address, phone numbers,
* Consents - Information relating to permissions, consents and contact preferences.
* Giving / Gift Aid - Information relating to the money you give and where relevant our engagement with the HMRC to claim back tax via the gift aid process.
* Relational details : attendance, participation, allergies, health needs, prayer requests, records of Correspondence, conversations and meetings with you.
* Disclosure & Barring Service DBS : Information relating to checks completed on individuals within the church who work with or transport children and vulnerable adults.
* Information relevant to your suitability for membership of and service in the church, employment by the church or service with other Christian organisations
* Staff & Volunteers - employee and volunteer data such as qualifications, languages training and experience;

Sensitive/Special Category Personal Information

We may collect and store sensitive personal information (Special Category Information under GDPR) such as:

* Information that you share with us for the purposes of pastoral care, encouragement, training and prayer
* Health/Medical information where necessary to ensure that the care, prayer and hospitality that we provide for you is appropriate to your needs
* Religious information : beliefs, affiliations, personal faith decisions, baptism);
* Prayer requests.

**3. Who are we?**

We are a group of people who have found faith in Jesus and are exploring what it means to follow Jesus in our everyday lives seeking to build a growing community of faith.

We are friendly and informal. Whether you are just curious about Christian faith, or if you have already found faith and you are looking for a community of friends, we would love to meet you!

In order to best achieve our aims, specific to this policy, The Church Council (Trustees) of Lifewell Church holds the responsibility of the control of data (contact details below). This means it decides how your personal data is processed and for what purposes.

**4. How do we collect your data?**

We collect personal information when you:

* Register your details and your family details via a Lifewell Church Registration form.
* Complete registration/application forms
* Contact us via phone, email, letter or text.
* Make a donation (including gift aid),
* Apply for a job or volunteer at Lifewell Church;
* Provide your contact details, in writing or orally, to Church staff or volunteers;
* Attend church services or participate in other Church groups or activities, face to face meetings with staff and volunteers;
* Access social media platforms such as Facebook.

We may collect information from others about you including from other members of the church or your home or previous church:

* To help us better support you and to provide pastoral care, support, teaching and challenge for you in accordance with the teaching of the Bible;
* To enable to maintain appropriate safeguarding arrangements for our children and young people;

#### Age Under 18

We are concerned to protect the privacy of children and young people under the age of 18. If you are under the age of 18‚ please get your parent/guardian’s permission beforehand whenever you provide us with personal information. We will require a parent/Guardians signature to hold or process your information.

**5. How do we process your personal data?**

Lifewell 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: -

* to establish and maintain your involvement with us
* To communicate and develop our relationship with you
* For the day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, preparation of ministry rotas, small groups, maintaining financial records of giving for audit and tax purposes.
* to keep you informed of church news, services, activities, resources and events.
* Statistical analysis; gaining a better understanding of church demographics.
* To enable to maintain appropriate safeguarding arrangements for our children and young people and vulnerable adults;
* To help teach and encourage you in accordance with the teaching of the Bible;
* To respond to your enquiries and complaints;
* To publish photographs or video, captured at church events and meetings, on our websites or social media to help publicise events or demonstrate church life.
* To administer membership records;
* To fundraise and promote the interests of the charity;
* To manage our employees and volunteers;
* To record and acknowledge any donation, and maintain our own accounts and records (including the processing of gift aid applications);
* To share appropriate details with the AoG National Office for the purposes of administering the Gift Aid Scheme
* To share appropriate details with the Third Party appointed to undertake payroll management on behalf of any Lifewell Church staff.
* Ensuring we comply with the law for example when responding to court orders, or legal processes; to establish or exercise our legal rights or, defend against legal claims;
* To investigate, prevent or detect crime or illegal activities and situations involving potential threats to the safety of any person;
* HM Revenue & Customs or other authorities require it; and

We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law.

**6. 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 process your gift aid donations and keep you informed about events.
* Processing is necessary for carrying out obligations 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 it in connection with those purposes); and
  + there is no disclosure to a third party without consent.

**7. Sharing your personal data**

The security of your personal information is of paramount importance to us and we use a wide range of technical and organisational security measures to safeguard it, including physical, electronic, and procedural controls.

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 with your consent or where it is permitted or required either contractually or legally.

We may share your information with others in the church including:

* To ask the members of the church to pray for you, along with other members;
* To enable them to provide pastoral care and support for you;
* To inform them that you are applying to be a member or that your membership has ended;

All Lifewell Church staff and volunteers who have access to Personal Data will be required to agree to sign a Confidentiality Policy and a Data Protection Policy.

There are four exceptional circumstances to the above permitted by law:

* 1.Where we are legally compelled to do so.
* 2.Where there is a duty to the public to disclose.
* 3.Where disclosure is required to protect your interest.
* 4.Where disclosure is made at your request or with your consent.

**8. How long do we keep your personal data?**

We keep data in accordance with our Data Protection and Document Protection Policies.

Specifically, we retain church membership and electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and any church registers (baptisms, marriages, funerals) permanently.

We will keep your personal information for the time that you attend or are a member of Lifewell Church. After this we may continue to hold your contact details for as long as you agree in order to keep you informed about the ministry of the church. If you haven’t connected with us for 3 years or more, then we’ll remove you from our mailing lists.

After you stop connecting with Lifewell Church, we may keep your data for up to 7 years after the last time you interacted with us in order to

* To respond to any questions or complaints
* To show that we treated you fairly
* To maintain records according to rules that applies to us
* To establish, bring or defend legal claims.

We may keep your data for longer than 7 years if we cannot delete it for legal, regulatory or technical reasons. If we do, we will make sure that your privacy is protected.

**9. 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 the Church Council of Lifewell Church holds about you;
* The right to request that the Church Council of Lifewell 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 for the Church Council of Lifewell 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.

**10. 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.

**11. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact **Lifewell Church Data Protection Officer at** [**admin@lifewellchurch.org.uk**](mailto:admin@lifewellchurch.org.uk) **or at Lifewell Church, Pentremalwed Road, Morriston, Swansea. SA6 7BP.**

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.

Lifewell Church aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

#### Review of this Policy

We keep this Policy under review. This Policy was last updated 21st May 2018.