



DATA PRIVACY NOTICE

1. Who are we?

The Westbourne Grove Church Charitable Incorporated Organisation is the data controller (contact details below). This means WGC CIO decides how your personal data is processed and for what purposes.

2. What is Personal data?

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 (the "GDPR").

3. Whose data do we hold?

We process personal information about: members, staff, volunteers, trustees, complainants, supporters, enquirers, advisers and representatives of other organisations, customers and clients, suppliers and service providers, advisers, consultants and other professional experts.

4. What is the legal basis for processing your personal data?

- Where needed we will ask for explicit consent from you, the data subject, so that we can keep you informed about news, events, activities, services, process your gift aid donations and keep you informed about local events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing can be carried out by a not-for-profit body without explicit consent (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.
- Otherwise for reasons of vital interest or legitimate interest.

5. How do we process your personal data?

The WGC CIO complies with its obligations under the "GDPR" by employing relevant staff to keep personal data up to date by:

- Storing and destroying it securely;
- Not collecting or retaining excessive amounts of data;
- Protecting personal data from loss, misuse, unauthorised access and disclosure
- Ensuring that appropriate technical measures are in place to protect personal data.

We may use your personal data for any of the following purposes you have opted into: -

- To administer membership records;
- To process personal information to enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
- To manage our employees and volunteers;
- To process information in connection with dry hall hire.
- To maintain our own accounts and records (including the processing of gift aid applications and rentals);
- To inform those who have requested it and any church members of news, events, activities and services running at Westbourne Grove Church;
- To fundraise and promote the interests of the charity;

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Reviewed by CT/BS Date: Jan 2018

Next review due: Jan 2019

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with appropriate WGC staff and WGC Approved Volunteers as necessary to carry out the process(es) for which you have provided the data.

We will only share your data with third parties outside of the church with your consent or where there is a legal requirement to do so.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the GDPR. Our “Confidentiality and Data Protection Register, Risk Assessment, Training & Audit” document sets out how long we keep personal data. Specifically, we retain church membership 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 church registers (baptisms, marriages, funerals, safeguarding registers) permanently.

7. 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 Westbourne Grove Church CIO holds about you;
- The right to request that the Westbourne Grove Church CIO 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 Westbourne Grove Church CIO 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, where applicable, (known as the right to data portability) [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.

8. 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the WGC building manager (manager@westbournegrovechurch.org) who will inform the WGC CIO. 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.

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Westbourne Grove Church (CIO), Registered Charity No. 1168834