

Freshbrook Church Privacy Notice

How Freshbrook Church (“we”) use your information

- Your privacy is important to us. We are committed to safeguarding the privacy of your information.
- It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

Data Controller

- Freshbrook Church is the data controller and responsible for your personal data.

Why are we collecting your data?

- We collect personal data to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law. In legal terms this is called ‘legitimate interests’. When it is required, we may also ask you for your consent to process your data. We may also record attendance information (for example in children’s groups, to help us manage the groups effectively, and for child protection requirements). We do not share your information with others except as described in this notice.

The categories of information that we may collect, hold and share include:

- The information that we keep usually consists of your name, adult/child, gender and family connections.
- As and where provided we will also keep your; address, telephone number, email addresses, mobile number, information to process gift aiding, photograph, allergies and date-of-birth. If the church is involved in your pastoral care, then information relating to this may also be stored. We store information regarding membership of groups or committees within the church, such as being an attendee of a congregation or small group.
- We may also process and store information on any invitations we have sent to you for activities or events, your attendance at any activities or events and all information we may have requested for the purposes of DBS checks. It will also be necessary to store information about ministries you are involved with and the dates and times of any duties associated with those ministries.

Storing your data

- We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.
- We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Details of retention periods are available in our retention policy which you can request by contacting us at office @freshbrook.org.
- We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it.

Security of your data

- We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees or trustees who need to know. They will only process your personal data on our instructions.
- We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO where we are legally required to do so.

Who do we share your information with?

- We will not share your information with third parties without your consent unless the law requires us to do so.

Requesting access to your personal data

- Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information or if you would like to discuss anything in this privacy notice, please contact the Church Office (details below).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing (i.e advertising events or meetings)
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact the Church Office.

TEL: 01793 873050

email: office@freshbrook.org

If you would like to discuss anything in this privacy notice or If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>