

Privacy Policy

1. Introduction

Brookside Church/Brookside Community CIO is committed to protecting and respecting your privacy. This policy outlines how we collect, make use of, communicate, and disclose personal information. This statement outlines the ways in which we seek to be compliant with data protection legislation (General Data Protection Regulation – GDPR), and the rights of each person regarding the handling of their personal information.

2. Your personal data – what is it?

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. This may be held in electronic records or within structural manual filing systems.

3. Who are we?

This privacy notice is provided to you by **Brookside Church/Brookside Community CIO** which is the Data Controller for your data. **Brookside Community CIO** has appointed a number of responsible people for the control and processing of personal data held. Those post holders have been trained in GDPR requirements and a list can be inspected at the church office by request. For clarity, the term Data Controller covers named staff members, office holders and trustees for **Brookside Community CIO**.

4. Our policy for processing your personal data.

Brookside Church/Brookside Community CIO 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.

5. How do we use/process your personal data?

We use your personal data for the following purposes: -

- To enable us to meet all legal and statutory obligations.
- To enable us to provide community services for the benefit of the public area, i.e. Toddler group.
- To administer records of adult and child active members.
- To deliver our church ministries and activities.
- To carry out safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments.
- To provide pastoral support for members and others connected with our church.
- To fundraise and promote the interests of the charity.
- To recruit, support and manage our employees and volunteers.

- To maintain our own accounts and records (including the processing of Gift Aid applications).
- To maintain and secure our property and premises.
- To inform you of news, events, activities, and services running at Brookside Church
- To process and record donations that are made including Gift Aid information or pay for church activities (event bookings etc). This includes financial identifiers such as bank account numbers, payment card numbers, payment/ transactions identifiers, policy numbers and claim numbers.
- In use of church premises, and property owned by the church.

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

- Most of our data is processed because it is necessary for our legitimate interests to enable our charitable and missional aims. For example, maintain membership records, safeguarding our children, recording our financial donations, and operating team rotas for effective function of Sunday services.
- Processing is necessary for carrying out legal obligations. retaining safeguarding records and Gift Aid donations.
- We may also process data if it is necessary for the performance of a contract with you or provide a direct service to you e.g. buying a ticket for a church event.
- As a religious organisation, we are permitted to process information about your religious beliefs to administer membership or contact details.

7. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church 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 outside of Brookside Church with your consent.

8. How long do we keep your personal data?

Our general rule is to keep data no longer than necessary. Where you continue to actively engage with our church services, activities, and events, we will retain the appropriate membership data for you so that we can best serve your involvement. We operate an annual process of review, by which we assess who is actively engaging in church membership, and where this is not the case, we will remove your data.

We will keep some records permanently if we are legally required to do so. E.g. weddings, baptism records and some safeguarding records. We may keep other records for an extended period of time for a minimum of 7 years to support HMRC audits.

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 Brookside Church holds about you.
- The right to request that Brookside 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 Brookside Church to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that Brookside Church transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request. 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).
- 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 - *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 Brookside Church wishes 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. Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

12. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the church office at Brookside Church. info@brooksidechurch.org.uk tel. 0118 966 4474

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.