

Data Privacy Policy Elim Ryedale Church

1. 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. The type of data we collect could be names, addresses, prayer requests, pastoral information.
2. Who are we? Elim Ryedale Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.
3. How do we process your personal data? Elim Ryedale 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 are absolutely committed to protecting your privacy. Our policy can be summarised in one sentence: we will not share your information with others without your consent.
 - We use your personal data for the following purposes: -
 - To provide an interactive website where email is used to communicate with the users (i.e. news, events, activities and services running at Elim Ryedale Church locations);
 - To provide a security mechanism whereby we can restrict content to certain groups of users;
 - To help us to improve the service we offer;
 - To administer membership records;
 - To fundraise and promote the interests of the charity;
 - To manage our employees and volunteers;
 - To maintain our own accounts and records (including the processing of gift aid applications, track attendance);
 - To offer pastoral care and encourage someone along their spiritual journey;
4. What is 'Church Suite' and what information does it hold? Church Suite is a Church Management Computer System developed for use in churches. Elim Ryedale Church has implemented this system to help connect with you and minister to your needs. All data that you provide to us is kept in a restricted access database. Church Suite holds personal details that you have previously provided including name, address, phone numbers etc. No data is collected that is not provided freely by yourself. Everyone held on the database will have been contacted with the details held and consent to be given for storage.
5. Who will have access to your information? We treat your data with the highest security possible. Access to your data is provided to the ministry team (Pastors and Staff) to help support and encourage you in your spiritual life. Notes may be taken by the Pastoral Team and these notes will only be viewable by the relevant team members. You have the right to view any information recorded in your user profile. You will have access to your user profile to correct your personal information.

When rota systems are set up, only people involved in those rota's will have access to this information and that access will be restricted to rotas only.

Please be aware that whenever you voluntarily disclose personal information over the Internet that this information can be collected and used by others. In short, if you post personal information in publicly accessible online forums, you may receive unsolicited messages from other parties in return. Please be careful and responsible whenever you are using the Internet.

Our pages may contain links to other websites, and you should be aware that we are not responsible for the privacy practices on other websites.
7. What is the legal basis for processing your personal data? Explicit consent of the data subject is the legal basis for Elim Ryedale Church collecting data. This means that we keep data to help keep you informed about news, events, activities and services. The processing relates only to members or former members (or those who have regular contact with the church).
8. Sharing your personal data - 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. On occasion we will need to share your data with third parties outside of the church, these include MailChimp whom we do our weekly emails through.
9. How long do we keep your personal data ? Elim Ryedale Church will not keep data longer than is necessary. Whilst you are an active member of the church we will keep your data or until you ask us to delete your information. Specifically, we retain 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) permanently as these are legal requirements.

10. 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 of access:** you may request a copy of your personal data which Elim Ryedale Church holds about you. 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 to rectification:** GDPR includes a right for individuals to have inaccurate personal data rectified, or completed if it is incomplete.
- **The right to erasure:** also known as ‘the right to be forgotten’. The right to request your personal data is erased where it is no longer necessary for the Elim Ryedale Church to retain such data;
- **The right to withdraw your consent** to the processing at any time
- **Right to restrict processing:** individuals have the right to request the restriction or suppression of their personal data. 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 data portability:** this right allows individuals to obtain and reuse their personal data for their own purposes across different services.
- **The right to object:** to the processing of personal data, (where applicable). Only applies where processing is based on legitimate interests.
- **Rights related to automated decision making including profiling:** GDPR has provisions on 1) automated individual decision-making (making a decision solely by automated means without any human involvement); and 2) profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process.
- **The right to lodge a complaint** with the Information Commissioner's Office.

11. 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.

12. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Elim Ryedale Church, 62-64 Castlegate, Malton, YO17 7DZ or via email office@elimryedale.net

You can contact the Information Commissioner's 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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