



## **GDPR Privacy Notice Lodge Farm Church (v2, April 2023)**

Lodge Farm Church is committed to protecting your privacy when you interact with us. This Privacy Notice is designed to give you information about the data we may hold about you, how we use it, your rights in relation to it and the safeguards in place to protect it.

If you wish to raise a concern about the handling of your personal data, please contact the Church's Data Protection Representative using the details below.

Lodge Farm Church Data Protection Representative: Rachel Standfield c/o [info@lodgefarmchurch.org.uk](mailto:info@lodgefarmchurch.org.uk) Telephone: 01633 420800

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This Privacy Notice has been specifically written to cover the various data processing activities undertaken within the normal running of Lodge Farm Church.

Typical church activities include a weekly Sunday morning worship service which is open to anyone who wishes to attend, weekly prayer meeting and housegroup sessions. In addition, (the Covid pandemic notwithstanding,) the church hosts and runs various community initiatives including Lodge Farm Ladybirds (Baby and Toddler Group), Women's Hour, messy church and memory cafe. Less frequent events such as weddings, funerals, an annual Men's Meal, Lenten lunches and Children's Holiday club also see many visitors to the church. Not all of these events involve the collection or processing of personal data but for those that do, we have set out the reasons why, what we will do with the data and your rights in this Privacy Notice.

### **Who provides your data to Lodge Farm Church?**

The personal information we process is provided to us directly by you. We do not receive personal information indirectly from any other source.

### **How does Lodge Farm Church collect this information?**

#### Keeping in Touch Forms

Those people who regularly attend our services or who consider themselves a member of the Lodge Farm Church family are invited to complete a 'Keeping in Touch' Form. This is offered (but not compulsory) so that we can keep you up to date with news and events as well as provide pastoral support as appropriate.

#### Sunday Club and Junior Church Registration Forms

Sunday Club and Junior Church are Lodge Farm Church's Sunday school which takes place during the Sunday morning church service and caters for primary and secondary school age children. The requested information is required to register a child for Sunday Club or Junior Church and ensures that we can provide the best care for the child. By completing the form, you are giving consent for us to retain and use this information on each occasion that the named child attends.

### Keeping in Touch Request Form (Messy Church)

Those who attend Messy Church events are invited to complete the Keeping in Touch Request Form in order to be kept updated about future Messy Church and other family-oriented events run by Lodge Farm Church.

### Lodge Farm Ladybirds (Baby and Toddler Group)

Those who attend Lodge Farm Ladybirds are requested to complete a registration form to enable the giving of a birthday card to the child and to inform ongoing management of the group.

## **What information does Lodge Farm Church collect about you?**

### Keeping in Touch Form:

Name

Contact details (postal address, email address, telephone number)

### Sunday Club and Junior Church Registration Forms:

Child's name

Child's date of birth

Parent/Guardian's name

Parent/Guardian contact details (home address, telephone number)

Details of known medical conditions

Details of any relevant additional needs

Food allergies/dietary requirements

Signature of parent / guardian

### Keeping in Touch Request Form (Messy Church):

Name

Contact details (postal address, email address and / or telephone number)

Names of Children

### Lodge Farm Ladybirds Registration Form

Child's name

Child's date of birth

Parent/Guardian's name

Parent/Guardian contact telephone number

## **Why does Lodge Farm Church process your personal data?**

Under Article 6 of the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. This is if you subscribe to receive updates from us. Consent only relates to the specific purpose for which it has been given and you can withdraw your consent at any time. We do not rely on consent as a lawful basis for any other processing.
- (f) Processing is necessary for the purposes of the legitimate interests pursued by Lodge Farm Church.

## **Special categories of personal data**

Dependent upon the context in which we hold information, it may infer your religious beliefs and therefore be considered sensitive data and be subject to greater protection. Under Article 9 of the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your explicit consent relating to the specific purpose(s) for which it has been given. You can withdraw your consent at any time. We do not rely on consent as a lawful basis for any other processing.

- (d) Processing is carried out in the course of legitimate activities with appropriate safeguards and on condition that the processing relates solely to the members or former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.

### **Who has access to your data?**

Your personal information is shared internally only with the appropriate persons where it is necessary for the performance of their roles. We do not pass your details to third parties unless we are lawfully required to do so.

### **Is the Data transferred out of the UK?**

No information is transferred outside of the United Kingdom.

### **How does Lodge Farm Church keep your data secure?**

Lodge Farm Church has internal processes in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Access to data is restricted in compliance with the UK GDPR. Data will be stored securely in secured physical storage for paper and hard copies. Limited storage on password protected phones as required to fulfil function.

### **How long does Lodge Farm Church keep your data?**

Lodge Farm Church will hold your personal data only for the period that is necessary and will follow organisational standards in this area set out within the Data Retention Schedule appended to the Updated Data Protection Policy. At the end of the retention period, Lodge Farm Church will securely destroy or dispose of the data in line with retention schedules.

### **Are we making automated decisions/profiling with your data?**

No

### **Your rights**

You have a number of Rights you can exercise:

- Access - to obtain a copy of your information on request
- Rectification – to require Lodge Farm Church to change incorrect or incomplete information
- Object, Restrict or Delete - under certain circumstances you can require Lodge Farm Church to delete or stop processing your information, for example where the information is no longer necessary for its original purpose
- Data portability – to receive and/or transmit information provided to Lodge Farm Church to other organisations (this applies in limited circumstances)
- Withdraw your consent at any time (where consent has been given)
- To know the consequences of failing to provide information to Lodge Farm Church
- To know the existence of any Automated Decision-making, including profiling, and the consequences of this for you.
- To lodge a complaint with a supervisory authority (Information Commissioners Office)

If you would like to exercise any of these rights, please contact: Rachel Standfield c/o Lodge Farm Church, Lodge Hill, Caerleon, NP18 3DL

[info@lodgefarmchurch.org.uk](mailto:info@lodgefarmchurch.org.uk) or telephone 01633 420800

Alternatively, The Information Commissioner can be contacted at: The Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH.

Telephone 0330 414 6421 or e-mail: [Wales@ico.org.uk](mailto:Wales@ico.org.uk)