



# Data Privacy Notice

## The Vine Church Cranbrook

### 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 processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

The Vine Church Cranbrook 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?

The Vine Church Cranbrook 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 use your personal data for the following purposes: -

- To provide pastoral care to members of The Vine;
- To administer membership records;
- To manage our events, employees and volunteers;
- To maintain our own records and accounts (including safeguarding information and the processing of gift aid applications);
- To inform you of news, events, activities and services running at The Vine.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about church events.
- Processing is carried out by a not-for-profit body 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.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church for purposes connected with the church. We will not share your data with third parties without your explicit consent. We will store your personal data on password protected third party cloud-based services (such as Mailchimp and Dropbox etc.) to enable efficient

administration of the church office.

## 6. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and only retain it for use in carrying out the purposes outlined in section 3 above. Gift aid declarations and associated paperwork are kept for 7 years after the calendar year to which they relate. Data required for safeguarding purposes is kept indefinitely.

## 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 Vine Church Cranbrook holds about you;
- The right to request that The Vine Church Cranbrook 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 Vine Church Cranbrook to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 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 or complaints please in the first instance contact the church administrator at c/o 12 Frythe Close, Cranbrook, TN17 3AX.

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.