



DATA PRIVACY NOTICE

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 ("GDPR").

2. Who are we?

Hoylake Evangelical Church is the data controller (contact details below) which means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Hoylake Evangelical 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 use your personal data to fulfil our purposes as a church and to comply with the laws regulating data protection which involves the following: -

1. To enable us to provide a voluntary service for the benefit of the public in Hoylake and the surrounding area for the promotion of the Christian faith
2. To administer membership records.
3. To promote the interests of the charity.
4. To manage our contracts and volunteers.
5. To maintain our own accounts and records (including the processing of Gift Aid applications).
6. To inform you of news, events, activities and services running at Hoylake Evangelical Church.
7. To operate the Hoylake Evangelical Church web site and deliver the services that individuals have requested.

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

- a) 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 Hoylake Evangelical Church events.
- b) Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; and
- c) Processing is carried out provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes)

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 in order 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 the church with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the policy - Hoylake Evangelical Church Data Protection Policy.

Specifically, we retain Members contact details; Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and registering of marriages permanently.

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:

- i) the right to request a copy of your personal data which Hoylake Evangelical Church holds about you;
- ii) the right to request that Hoylake Evangelical Church corrects any personal data if it is found to be inaccurate or out of date;
- lii) the right to request your personal data is erased where it is no longer necessary for Hoylake Evangelical Church to retain such data;
- iv) the right to withdraw your consent to the processing at any time;
- v) the right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller;
- vi) 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;
- vii) the right to object to the processing of personal data; and
- viii) 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 Privacy 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 Data Processing Office 3 Birkenhead Road, Hoylake, Wirral, Merseyside, CH47 5AE or via email - datacontroller@hoylakeevangelicalchurch.co.uk

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.