

Cardea Community Church

Data Protection Policy

Cardea Community Church commits to the use of your personal data in line with FIEC and Charity Commission guidance, and is governed by the Data Protection Bill/Act 2017-2019 and the General Data Protection Regulation 2016/679 (“GDPR” and other legislation relating to personal data).

How we obtain and use personal data

Personal data includes any information about you which allows you to be identified from that data; for example, a name, address, phone number, email, photo, video, etc. Where there is a legitimate interest to facilitate our aims and activities, or where you have provided them to us, we may also process demographic information such as gender, age, date of birth, marital status, nationality, and dependants. Since we are a church, your religious beliefs may be inferred by the fact that we hold your personal data.

Personal data related to financial support, is managed via a third-party service; and, some financial support associated with specific ministry events may be shared based on interpersonal friendships, and therefore are not held by the church.

We, staff and volunteers of Cardea Community Church, commit to keeping personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep it secure and protect it from loss, misuse, unauthorised access and disclosure.

What are we doing with your data?

We only hold and process data to meet legal and statutory obligations, to comply with and facilitate our safeguarding procedures, to deliver our Church’s mission, to carry out any other charitable activities for the benefit of the public (in line with our church constitution), to maintain our own accounts and records, and to communicate with you about our services, events, meetings, mission and related matters.

We will treat your personal data as strictly confidential and hold it in access-controlled accounts. Some data may also be temporarily held by individual staff or trustees, for the duration of the event to which these apply. None of your data will be shared outside of the UK.

What are your rights regarding your personal data?

When exercising any of the rights listed below, we may need you to provide proof of your identity to securely process your request:

- **The right to access information we hold.** You can request a copy of your data held by us, why we have that data, who has access to the data, and where we obtained the data from.
- **The right to correct and update the information we hold.** You can request updates to the data we hold about you if it is out of date, incomplete or incorrect.

- **The right to have your information erased.** You can request that we erase the data we hold for you, for example, if you feel that we should no longer be using your data or that we are illegally using your data. We will confirm whether the data has been deleted or the reason why it cannot be deleted (for example, for legitimate interests or regulatory purposes).
- **The right to object to processing of your data.** You can request that we stop processing your data. We will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. After you exercise your right to object, we may continue to hold some data to comply with your other rights or related to legal claims.
- **The right to withdraw your consent to the processing** at any time for processing of data to which consent was sought. You can withdraw your consent by telephone, email, or by post.
- **The right to lodge a complaint with the Information Commissioner's Office.** You can contact the Information Commissioners Office on 0303 123 1113, via live chat, 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.

How long will 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 data for you so that we can best serve your involvement.

We will keep some records permanently if we are legally required to do so (e.g. some safeguarding records); or for an extended period (e.g. financial records for up to seven years for HMRC audits).

We operate an annual process of review, by which we assess this policy and data retention.