

## PRIVACY NOTICE



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

#### 2. Who are we?

The Trustees of Allesley Park Evangelical 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?

The Trustees of Allesley Park Evangelical Church (APEC) 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 share prayer requests;
- To administer membership and attendance records;
- To promote the interests of the charity and Church;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at APEC and any cancellations due to weather conditions etc.;
- To provide emergency contact details if ever required
- To administer booking of church buildings

#### 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 diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- 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 relating to 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 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 guide “APEC Data Protection”.

Specifically, we retain people who attend APE personal data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and registers (baptisms, marriages, funerals) 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: -

- The right to request a copy of your personal data which the Trustees of APEC holds about you;
- The right to request that the Trustees of APEC 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 Trustees of APEC to retain such data;
- The right to withdraw your consent to the processing at any time
- 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, (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, 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 object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- 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 of complaints please in the first instance contact the Trustees at Allesley Park Evangelical Church via [contact@apec-coventry.org.uk](mailto:contact@apec-coventry.org.uk) or APEC, Whitaker Road, Coventry CV5 9JE

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.

*Allesley Park Evangelical Church is a Registered Charity, No: 1142237 Companies Reg No: 7561921*

*Version 1.1 12<sup>th</sup> April 2019 Paul Ferris, Trustee, APEC*