

DATA PRIVACY NOTICE

HOPE Church Craigavon

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 Data Protection Act 2018 and General Data Protection Regulation (the "GDPR").

2. Who are we?

HOPE Church Craigavon 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?

HOPE Church Craigavon 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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our employees and 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 HOPE Church Craigavon;
- To administer children's and youth ministries, including registrations, attendance, parental/guardian details, medical or accessibility information where necessary, emergency contacts and safeguarding records.
- To administer small groups, serving teams, rotas, events and church activities.
- To provide pastoral care and prayer support where requested.
- To manage safeguarding matters and comply with safeguarding obligations.
- To maintain appropriate records relating to church attendance, membership and involvement.

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

- Consent of the data subject where we rely on consent to keep you informed about news, events, activities and services or for other specific purposes

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for the legitimate interests of HOPE Church Craigavon in administering the church, communicating with those involved in its activities and carrying out its charitable and religious purposes, except where those interests are overridden by the rights and interests of the individual.
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the performance of a contract, where applicable.
- Processing may be necessary to protect the vital interests of an individual in an emergency.
- HOPE Church Craigavon may process special category personal data, including information concerning religious belief and, where necessary, health information or other sensitive information. Such information will only be processed where an appropriate condition under data protection law applies, including where processing is carried out in the course of the legitimate activities of a religious not-for-profit organisation.
- 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 confidential and will only be shared where necessary for purposes connected with the life and work of HOPE Church Craigavon.

We may use trusted third-party service providers to process personal data on our behalf, including ChurchSuite, which we use to manage church membership, communications, groups, events, rotas, children and other areas of church administration. Where organisations process personal data on our behalf, appropriate data protection arrangements are put in place.

We may also share personal data where required or permitted by law, including for safeguarding purposes, or with professional advisers and relevant authorities where necessary.

We will not otherwise share your personal data with third parties for their own purposes unless we have an appropriate lawful basis to do so.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out within Data Protection Regulations and the Church of Ireland's Retention Policy. We retain personal information only for as long as it is reasonably required for the purpose for which it was collected, taking account of legal, safeguarding, financial and operational requirements. Different categories of information may be subject to different retention

periods. Specifically, we retain electoral roll 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 parish 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 HOPE Church Craigavon holds about you
- The right to request that HOPE Church Craigavon corrects any personal data if it is found to be inaccurate or out of date
- The right to request that your personal data is erased where it is no longer necessary for HOPE Church Craigavon 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)
 - 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)
 - The right to lodge a complaint with the Information Commissioner's Office (UK)

8. Children's personal data

We process personal information relating to children and young people where necessary for our children's and youth ministries, events and safeguarding responsibilities. This may include contact information, parental or guardian details, attendance records, emergency contacts, medical or accessibility information and safeguarding information. We take particular care to ensure that children's personal data is processed securely and appropriately.

9. 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. The new notice will explain the **new use** of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise your rights, or if you have any queries or complaints, please contact the church GDPR Administrator in the first instance at jamie@wearehope.church

You can contact the Information Commissioner's Office (UK) on 0303 123 1113; via email <https://ico.org.uk/global/contact-us/email/> or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

You can contact the Information Commissioner's Office (Northern Ireland) on 028 9027 8757; via email ni@ico.org.uk or by writing to the Information Commissioner's Office – Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB.