

# DATA PRIVACY NOTICE

Colkins Mill Church, Mayfield, East Sussex

## **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 Leadership Team of Colkins Mill Church is the data controller. This means it decides how your personal data is processed and for what purposes.

## **3. Where do we collect your data from?**

We collect personal data when you register a child at one of our youth clubs or youth events; when you register to make donations under Gift Aid; when you join us as a volunteer or employee; or opt in to our social media to receive news or prayer information.

We collect data relating to children only from a parent or guardian.

Where you provide the information we may collect sensitive data including, but not limited to, dietary requirements and information about allergies and medical conditions for the purpose of care and protection. By providing us with this information you agree to us holding and using this information.

Where a person joins us as a volunteer we may carry out appropriate checks, including taking references.

## **4. How do we use your data?**

Depending on your relationship with Colkins Mill Church we may use the personal data we collect:

- to administer membership records of our youth clubs, including obtaining parental consents and for child protection
- to communicate appropriately with parents of children at our clubs
- to administer children's camps or other events
- to maintain our own accounts and records (including the processing of gift aid applications)
- to administer our support of mission workers
- to promote the interests of the charity
- to manage our volunteers
- to inform of relevant news events, activities and services at Colkins Mill Church
- to enable us to provide other voluntary services for the benefit of the public in line with our constitution

## **5. What is the legal basis for processing your data?**

We rely on various legal bases for processing your data depending on the activity being undertaken.

We use **consent** for the data used to administer youth clubs and youth events. We use consent for participation in the news and prayer information flows of the Church.

We use **compliance with a legal obligation** as the basis for processing any legally required activities such as Gift Aid returns to HMRC.

We use **legitimate interests** for data used to administer safe recruitment of volunteers.

## **6. How do we process your data?**

Colkins Mill Church complies with its obligations under the GDPR. We keep personal data accurate and up to date. We store it securely, protecting personal data from loss, misuse or unauthorised access and disclosure. We destroy it securely.

## **7. Sharing your data**

Your personal data will be treated as strictly confidential and will only be shared with appointed leaders of the relevant activities of the church in order to carry out the activities and services of the church. We will not share your data with any third parties unless we are legally obliged to, or without your permission.

## **8. How long do we keep your data?**

We will keep your data for no longer than is necessary for the purposes for which it is being processed, or for periods required under applicable laws (including those governing Gift Aid claims).

## **9. Your rights to access information**

The UK GDPR sets out your key rights as a 'data subject' as follows:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

If you have any questions about any of your rights under the data protection legislation please contact us.

The Act gives you the right to access information held about you. You also have the right to withdraw consent to us processing your data, and to lodge a complaint with a supervisory body. Find out more at [www.ico.org.uk](http://www.ico.org.uk).

## **10. Changes to our Privacy Notice**

We may update this notice from time to time without informing you.

## **11. Contact us**

Our Data Protection Manager is Steve Harland who can be contacted using [contact@colkinsmillchurch.org.uk](mailto:contact@colkinsmillchurch.org.uk) or phoned on 07595 440155.