



## Date Privacy Notice

Grace Church Windsor is committed to looking after the personal data you entrust to us in line with all data protection laws, as is our Christian duty. We will do all we can to ensure that your privacy is protected and that personal information you share with us is only used in a manner that you have consented to. We will not sell your information to anyone else.

This notice tells you what information we collect, how we use it and what your rights are.

### 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 storing and processing of personal data is governed by the General Data Protection Regulation (GDPR) and other regulations.

### 2. Who are we?

Windsor Fellowship Trust and the Minister of Grace Church are each data controllers as they are considered separate entities under the regulation. This means they decide how the personal data is processed and for what purposes.

### 3. How do we process your personal data?

Windsor Fellowship Trust and the Minister of Grace Church comply with their 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 provide pastoral care to our church family;
- to inform you of news, events, activities and services at Grace Church and elsewhere that we consider may be of interest to you;
- to manage our employees and volunteers;

- to administer membership of groups and committees;
- to maintain our own accounts and records, including the processing of gift aid applications;
- to fundraise and promote the interests of Grace Church and the charitable causes we support;
- to operate the Grace Church website and deliver services to the church family.

#### **4. What is the legal basis for keeping and processing your personal data?**

We may process your personal data according to any of the following permissible reasons:

- we have received your explicit consent so that we can keep you informed about news, events, activities and services;
- we have received your explicit consent to share your personal details with other members of Grace Church family by accessing our ChurchSuite database;
- where processing data is necessary to comply with statutory, employment, child protection or social security obligations e.g. Gift Aid or Safeguarding;
- as a not-for-profit body with a religious aim:
  - provided the processing relates only to members or former members or those who have regular contact with it in connection with those purposes;
  - provided there is no disclosure to a third party without consent
- where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

#### **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. Unless we receive your consent, your information will never be passed to a third party except where there is a statutory requirement.

#### **6. How long do we keep your personal data?**

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; safeguarding records for 50 years and parish registers (baptisms, marriages, funerals) permanently.

We retain personal data up to six months after a member has left the church.

#### **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 Windsor Fellowship Trust or Minister of Grace Church holds about you;
- the right to request that we correct 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 us 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 where applicable (known as the right to data portability);
- 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 Commissioners Office (ICO).

## **8. Further Processing**

If we wish to use your personal data for a new purpose, not covered by this 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 us by email at [info@gracechurchwindsor.org](mailto:info@gracechurchwindsor.org) or in writing to Windsor Fellowship Trust, c/o Christ Church URC, 12 William Street, Windsor, Berkshire, SL4 1BA

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.