

NEW GENERATION CHURCH PRIVACY NOTICE

Under data protection law, individuals have a right to be informed about how the Church uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data.

We, **New Generation Church Trust, New Generation Centre, Birkbeck Road, Sidcup Kent DA14 4DJ** are the '**Data Controller**' for the purposes of data protection law.

Our Data Protection Officer is Lynn Mason

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Details of certain medical conditions such as food allergies
- Giving information (for Gift Aid)
- Safeguarding information
- Photographs

Why we use this data

We use this data to:

- Provide appropriate pastoral care
- Administer events we organise
- Comply with legal obligations i.e. safeguarding training for volunteers
- Comply with Government requirements for Gift Aid

Legal Basis for using this data

We only collect and use your data:

When the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation such as providing information to HMRC concerning Gift Aid donations

See: <https://www.gov.uk/claim-gift-aid/gift-aid-declarations>,

- Meet statutory requirements for training and DBS checks
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674523/Guide_to_eligibility_v9.pdf
- We have obtained consent to use it in a certain way

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While some of the information we collect about you can be provided voluntarily, there is some information that is a legal requirement (mandatory).

Whenever we seek to collect information from you we will make it clear whether providing it is optional or mandatory.

How we store this data

We keep personal information about you while you are part of our church. We may also keep it beyond your attendance at our church if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep certain information. This is available upon request.

Requests should be made in writing to Lynn Mason who can be reached at:

Email: lynn@newgen.org.uk

Postal address: New Generation Church Trust, New Generation Centre, Birkbeck Road, Sidcup Kent DA14 4DJ.

Data sharing

We do not share information about you with any third party without consent, unless the law requires us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our regulator [The Charity Commission]
- Suppliers and service providers – to enable them to provide the service we have contracted them for

- HM Revenue & Customs - for information about donations

Rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the church holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
 - Tell you why we are holding and processing it, and how long we will keep it for
 - Explain where we got it from, if not from you or your child
 - Tell you who it has been, or will be, shared with
 - Let you know whether any automated decision-making is being applied to the data, and any consequences of this
 - Give you a copy of the information in an intelligible form
- Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Lynn Mason
Telephone : 020 8309 6056
Email: lynn@newgen.org.uk