

Data Protection Policy

Version 1.0 April 2018



Grace Community Church takes the security and privacy of personal data very seriously and is committed to protecting the personal information of its members, visitors and employees. This policy explains with how we collect information, what we do with it and what controls you have.

1. What personal data we collect and what we do with it

We collect personal data about you, such as your name, postal address, telephone number(s), email address and date of birth. In a limited number of circumstances we will collect other information including record of attendance and details of any health conditions.

We collect your personal data to keep you informed of activities that we organise, to celebrate notable events with you and to provide a safe and healthy environment.

Your personal data will also be used to fulfil any contract that we might have with you.

All of our employees and volunteers with access to your personal data and/or who are associated with the processing of that data are suitably trained and obliged to respect the confidentiality of your personal data.

2. Who we share data with

Your personal data will not be shared with any other person or organisation unless you have given your express consent. There may be a legal requirement to pass certain types of information to government departments or agencies e.g. Disclosure and Barring Service, HMRC.

We will ensure that any 3rd party that we do pass your personal data to will process it in accordance with current data protection legislation.

3. How long we hold your data for

We will hold your information only as long as necessary for each purpose that we use it for. Should you decide not to fellowship with us any longer or request that we have no further contact with you then your personal information will be deleted in a reasonable time, in accordance with our data retention policy.

4. Maintenance of your personal data

We will contact you periodically to check that the information we hold about you is correct and up to date.

Your personal information will be kept securely to protect it from unauthorised access, improper use, alteration, unlawful or accidental destruction or accidental loss.

5. Your rights

The General Data Protection Regulations, introduced in May 2018, give you a number of rights. These are -

- Transparency over how we use your personal information (right to be informed).
- Request a copy of the information we hold about you, which will be provided to you within one month (right of access).
- Update or amend the information we hold about you if it is wrong (right of rectification).
- Ask us to stop using your information (right to restrict processing).
- Ask us to remove your personal information from our records (right to be 'forgotten').
- Object to the processing of your information for marketing purposes (right to object).
- Obtain and reuse your personal data for your own purposes (right to data portability).
- Not be subject to a decision when it is based on automated processing (automated decision making and profiling).

If you would like to know more about your rights under data protection law see the Information Commissioners Office [website](#).

6. Contact details

If you wish to discuss our privacy policy, find out more about your rights or obtain a copy of the information we hold about you, please contact the Church Administrator either by email at office@gccmaidstone.org.uk or post to Grace Community Church, Grove Road, Maidstone, Kent, ME15 9AR.

If you wish to raise a complaint on how we have handled your personal data, you can contact the Church Administrator, at the address above, who will investigate the matter. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Policy review date: April 2021