

# Watford Christadelphian Ecclesia

## DATA PRIVACY NOTICE

### 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.

### 2. Who are we?

Watford Christadelphian Ecclesia is a church based in Watford, UK. It is a registered charity (No. 1173737)<sup>1</sup>. Its Secretary is the Data Controller and can be contacted at [secretary@watford-christadelphians.org.uk](mailto:secretary@watford-christadelphians.org.uk).

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

Watford Christadelphian Ecclesia complies with its obligations under the law 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 administer membership records;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To monitor attendance and inform the Christadelphian community of membership;
- To help with the welfare of our members and contacts;
- To inform you of news, events, activities and services we run.

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

- consent of the data subject so that we can keep you informed about news, events, activities and services
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
  - o the processing relates only to members, former members or people who have regular contact with us in connection with those purposes); and
  - o there is no disclosure to a third party without consent.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the ecclesia in order to carry out a service to other members or for purposes connected with the work of the ecclesia. We will only share your data with third parties outside the Christadelphian community with your consent, or if required to do so by law or to comply with our Safeguarding Policy.

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<sup>1</sup> <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5099155/full-print>

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

We keep data as long as you are a member of our community, unless we have permission to retain it for longer.

We keep personal data that is relevant to your membership of Watford Ecclesia permanently - for instance dates of baptisms and transfers to or from another ecclesia.

## **7. Your rights and your personal data**

Unless subject to an exemption under the Data Protection Act, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold 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 us to erase your personal data 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, (known as the right to data portability), (where applicable)<sup>2</sup>;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)<sup>3</sup>;
- The right to lodge a complaint with the Information Commissioner's Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will explain this new use before we begin the processing and we will set 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 the Secretary ([secretary@watford-christadelphians.org.uk](mailto:secretary@watford-christadelphians.org.uk)).

You can contact the Information Commissioners Office on [0303 123 1113](tel:03031231113) 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.

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<sup>2</sup> This applies only where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means

<sup>3</sup> This applies only where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics