



## DATA PROTECTION POLICY

### 1. Who are we?

We are Real Life Church, Sutton Coldfield and under the definitions within data protection legislation, we are described as a data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

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

Real Life Church, Sutton Coldfield complies with its obligations under the data protection legislation 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 fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events and activities running at Real Life Church, Sutton Coldfield.

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

We only collect and process personal data relating to members, former members (including individuals who have regular contact with Real Life church) and employees where

- We have your explicit consent to keep you informed about news, events, activities and services, and process your gift aid donations, or
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

### 4. Sharing your personal data

We will not share your personal data with any external organisations unless we are under a legal obligation to do so or we have your explicit consent. Within the church we will only share your personal data to enable us to run our services such as Sunday meetings, Life Groups, managing our Kids and Youth work, worship and AV teams or other activities connected to the church.

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

We retain personal data as long as you are an active member of the church, and gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

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

Unless subject to an exemption under data protection legislation, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Real Life Church, Sutton Coldfield holds about you;
- The right to request that Real Life Church, Sutton Coldfield corrects 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 Real Life Church, Sutton Coldfield to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioners Office.

## **7. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

## **8. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact Charlotte Senior (Director of Real Life Church, Sutton Coldfield) at [charlotte.senior@gmail.com](mailto:charlotte.senior@gmail.com).

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.