

Southern Light Community Church
Tannery Street, Woodhouse, Sheffield S13 7LA

Data Protection and Privacy Policy

Your privacy is important to us at Southern Light Community Church. Under data protection legislation, we need to let you know how we care for your information. The Church Council of Southern Light Community Church is the Data Controller for this information and we can be contacted via email info@southernlight.org.uk.

Your personal data: what do we mean?

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 General Data Protection Regulation (the "GDPR").

How do we process your personal data?

SLCC complies with its 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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- 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, activities and services running at SLCC including online activities;

What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- 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 the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be available to the Church Council by default, for use only for church purposes. With your prior approval, your contact information may 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. We will only share your data with third parties outside of the parish with your explicit consent.

Church Membership Database

Your name and contact details will be entered into our Church membership database which is stored electronically and accessible only by authorised users. Your contact details will be removed from our membership database once you are no longer a member of the Church. You have ongoing access to your own membership record via Planning Centre in order to check its accuracy and submit amendments. Via Planning Centre, you may also change your preference on whether your contact details are made available to other Church members (the default is set to 'no'). You can ask for all or any of your details to be removed (or amended) at any time.

Pastoral Support

Your name, contact details and other information you provide to us may be stored electronically or securely in paper form. To enable us to provide adequate pastoral support to you and your family, the Church may record information which may be regarded as sensitive. This information will be stored securely, either electronically with password protection, or in locked draws or cabinets. This information will never be disclosed to anyone else without your consent, except as required by Law.

Employees and Volunteers

We collect the following personal information - your name, telephone number, address, email address and bank account details and any other information required by Law. We do not hold financial data for volunteers but will retain your agreed job description and DBS check outcome. The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of selection processes and in connection with any subsequent employment or voluntary placement, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed.

How long do we keep your personal data?

We keep data only for as long as it is required by law, for administrative or logistical purposes, and will ensure it is kept securely whilst it is held and destroyed when it is no longer required or current. Specifically, we retain all membership data and attendance records while they are still current, and gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

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 any personal data which SLCC holds about you;
- The right to request that SLCC 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 SLCC 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 you with your personal data and where possible, 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, under certain circumstances;
- The right to lodge a complaint with the Information Commissioners Office.

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.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Chair of Trustees of SLCC, Dr Andrew Davies, via info@southernlight.org.uk.