



# The 'Friends of Christ Church, Streatham'

## GDPR Privacy Notice

### **Your personal data – what is it?**

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by [the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act 1998].

### **Who are we?**

This Privacy Notice is provided to you by 'The Friends of Christ Church', Streatham which is the data controller for your data.

The 'Friends of Christ Church' is a registered charity [no. 284079] formed by a body of people who have an interest in Christ Church. They may or may not be members of the congregation, they may or may not live locally. Some are Christians, some are not, but all are people of goodwill who recognize the place the building has in the national heritage and in the local community. They wish to share in the burden and the joy of preserving the fabric, furnishings and ornaments of the church. Christ Church is home to a thriving multi-racial congregation which reflects both the cultural richness and the material deprivation of the area, and seeks to serve the community and to provide a place of welcome and fellowship to all who wish to share in it.

As a registered charity we deal with the following organisations:

- Christ Church Parochial Church Council
- Southwark Diocese
- Charity Commissioners
- HMRC [for gift aiding of donations]

As we work together with all of these different organisations, we may from time-to-time need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community. The organisations referred to above are joint data controllers; this means that we are all responsible to you for how we process your data.

This Privacy Notice is written by 'The Friends of Christ Church' on our own behalf and on behalf of each of these data controllers. In the rest of this Privacy Notice, we use the word "we" to refer to each data controller, as appropriate.

### **What data do the data controllers listed above process?**

They will process some or all of the following where necessary to perform their tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;

- Where you make donations or pay for activities such as attending fundraising events, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

### **How do we process your personal data?**

The data controllers will comply with their legal obligations to keep personal data up-to-date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

### **We use your personal data for some or all of the following purposes:**

- To enable us to meet all legal and statutory obligations (to the Charity Commissioners and the Inland Revenue);
- To fundraise and promote the interests of the Church and charity;
- To maintain our own accounts and records;
- To process a donation that you have made (including Gift Aid information);
- To seek your views or comments;
- To notify you of changes to our events and role holders;
- To send you communications which you have requested or that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
- To process a grant;

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

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as Charity Commissioners and Inland Revenue). We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required by law to publish the names, addresses and dates of birth of all of our Trustees on the Charity Commissioners website.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we may need to share your data with some or all of the following (but only where necessary):

- The Charity Commissioners and HMRC;
- Our agents and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software;
- On occasion, other churches with which we are carrying out joint events or activities.

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

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

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

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you
  - At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
2. The right to correct and update the information we hold on you
  - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your information erased
  - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
  - When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
4. The right to object to processing of your data
  - You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
5. The right to data portability
  - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
  - You can withdraw your consent easily by telephone, email, or by post or through our website (see Contact Details below).

7. The right to object to the processing of personal data where applicable.
8. The right to lodge a complaint with the Information Commissioner's Office [ICO].

### **Transfer of Data Abroad**

We do not currently transfer any electronic personal data to countries or territories outside the EEA but if that were to change in the future, we would only place it on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

### **Further processing**

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

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Christ Church Vicarage, 3 Christchurch Road, London, SW2 3ET

Telephone: 020 8674 5723

Christ Church GDPR Compliance Officer Email: [wardensatCCStreatham@gmail.com](mailto:wardensatCCStreatham@gmail.com)

Or via the church website link: [www.christchurchstreatham.org.uk](http://www.christchurchstreatham.org.uk)

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.