



WILLOWFIELD
CHURCH

PRIVACY POLICY

Willowfield Parish Church (the Church) and our related entity (Willowfield Parish Community Association – WPCA) appreciate that privacy is very important. The Church has adopted this Privacy Policy as we recognise the right of people to keep their personal information private. This Privacy Policy covers the Church's treatment of personally identifiable information that we collect or hold.

The processing of personal data is governed by the General Data Protection Regulations (GDPR).

The Church 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.

How we use your information: -

The Church will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, we will only use and disclose your personal information as follows:

- To establish and maintain your involvement with the Church, including providing you with emails, texts and newsletters, informing you of news, events, activities and services running at the Church;
- 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 church;
- To manage our employees and volunteers;

- To maintain our own accounts and records (including the processing of gift aid applications).

Our legal basis for processing your information: -

The Church relies on a variety of legal basis for processing data depending on the purpose of the activity being undertaken: -

- Most of our data is processed because it is necessary for our legitimate interests to enable our charitable and missional aims. For example, maintaining membership records, safeguarding our children, recording our financial donations and operating team rotas for the effective function of Sunday services:
- Explicit consent of the data subject (you) so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about parish events;
- Processing of information in relation to providing effective safeguarding measures for children and vulnerable adults;
- Processing is necessary for carrying out obligations under employment, social security or social protection law;
- Processing is carried out by a not-for-profit body (the Church) 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

Security: -

The Church will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored on a secure server or secure files.

Sharing your data: -

You can be reassured that we will treat your personal data as strictly confidential. Your data is shared with Willowfield Parish Community Association who have their own privacy policy that is in line with that of Willowfield Parish Church. *[Link to WPCA Policy](#)*. 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 will need to share your data with some or all of the following (but only where necessary):

- Appropriate bodies within our denominational / synodical structure. All of these bodies will be part of our church setup and have their own privacy policies;

- Our agents, servants and contractors. For example, we utilise commercial providers to send out emails on our behalf, and to maintain our database software

How long will we keep your data? -

Our general rule is to keep data no longer than necessary. Where you continue to actively engage with our church services, activities and events, we will retain the appropriate membership data for you so that we can best serve your involvement.

Additionally:

- We will keep some records permanently if we are legally required to do so. For example, this covers wedding, baptism, thanksgiving registers and some safeguarding records.
- 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.

Your rights in relation to your personal data we store: -

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.

- **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;

- **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;

- **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));

- **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 our other rights or to bring or defend legal claims.

- 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 (see Contact Details below).

You are very welcome to get in contact with us...

If you have any queries or concerns about how we use your data, please do get in contact with us.

Address: 330-332 Woodstock Road
Belfast
BT6 9DP

Telephone: 028 90457654

Email: office@willowfieldchurch.co.uk