

Trinity Presbyterian Church

Bangor

Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

2. Who are we?

We, Trinity Presbyterian Church, are the data controller (contact details below). This means that we decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

We comply with our 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 (pastoral care) for the benefit of our members;
- To administer membership records;
- To manage our employees and volunteers;
- To fundraise and promote the interests of our church;
- To maintain our accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at our church or run by us; and
- To share your contact details with the Ards Presbytery or the Presbyterian Church in Ireland, when it is appropriate to do so.

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

The legal basis is dependent upon the type of data subject (the individual) and the purpose of the data processing. For example, the data processing in terms of what information is collected and how it is further processed, is different for a member of our congregation from what it is for an employee or a supplier.

Legal bases we rely on, will primarily consist of one or more of the following:

- Processing is necessary for the purposes of **legitimate interests** pursued by us or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. This is where we need to use your data to engage in our normal day to day activities e.g. keeping a record of your name and address on our membership list;
- Processing is carried out by us in our capacity as **a charity with a religious aim**, provided:
 - a. the processing relates only to members or former members (or those who have regular contact with us in connection with those purposes); and
 - b. there is no disclosure to a third party without consent.An example of this may be where a record of sensitive data may need to be kept by us so that effective pastoral care may be provided to members;
- **Your explicit consent**. An example of this would be your consent to us processing your gift aid donations, joining a mailing list so that we can keep you informed about news, events, activities and services, or PCI events;
- Processing is necessary for us **to comply with the law**. Examples of this could be our legal obligations to maintain certain records of Gift Aid for HMRC or so that we may carry out our obligations under employment law; and
- Processing is necessary for us **to protect the vital interests of an individual who cannot physically or legally give consent**. An example of this may be if we were to run activities for people with special needs.

5. Sharing your personal data

Your personal data will only 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 not normally share your personal data with any third party and will only share your data with third parties outside our church with your consent.

6. How long do we keep your personal data?

This can vary. We keep your data in accordance with our Data Retention Policy. We retain members' data while it is still current; gift aid declarations and associated paperwork for up to six years after the calendar year to which they relate; and presbytery or congregational registers (baptisms, marriages, funerals) permanently. Where consent has been obtained, for example, for membership of an organisation or to attend a one-off activity, we will normally retain this for one year.

7. 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 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 that your personal data is erased 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 we provide you with your personal data and where possible, to transmit that data directly to another data controller;
- 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;
- 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 Privacy 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.

9. Contact Details

To exercise all relevant rights, raise queries or make complaints, in the first instance, please contact our **Data Protection Lead**:

Ms Heather Bathgate

Email: gdprlead@trinitybangor.org.uk

You can contact the **Information Commissioner's Office** at:

Address: Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113

Email: <https://ico.org.uk/global/contact-us/email/>

September 2018

Trinity Presbyterian Church

Address: Main Street, Bangor, Co Down BT20 5AF

Telephone: (028) 9145 6619

Website: www.trinitybangor.org.uk

Registered Charity in Northern Ireland (NIC: 105214)