

Faversham Christian Fellowship Trust Privacy Notice

Your personal information

This statement sets out how we will deal with any personal information that we collect from you or that you provide to us. If you are a member of the church, the whole statement is relevant to you. If you are not a member of the church, only parts of it will apply.

We will collect and deal with your personal information in accordance with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR). For the purpose of the Act, we are the data controller of personal data we hold about you.

How we may use your personal information

Personal information that we collect may be used by us in a number of ways:

- To tell you about events that the church is running which we think may be of interest to you
- To provide pastoral care, support, teaching and challenge you in accordance with the teaching of the Bible
- To enable us to maintain appropriate safeguarding arrangements for our children and young people and vulnerable adults
- To help you identify where you could serve in the life of the church
- To help us to organise rotas, small groups and to communicate with you
- To help us to ensure that you continue to meet the criteria for and the obligations of membership (or where appropriate the qualifications for the office of deacon or elder)
- Exceptionally, to deal with church discipline in accordance with the church's Trust Deed

We will collect and handle your personal information either with your consent or because it is necessary for us to do so for the purposes of our legitimate interests outlined above.

Information we may collect from you

We may collect and process the following information about you

- Your contact details
- Your attendance at events and meetings run or hosted by us
- Your participation in rotas for service in the church
- Information contained in emails or text messages or other correspondence from you and records of telephone calls or meeting with you
- Your marital status, age, gender and information about your immediate family
- Your university course details (where relevant)
- Details of money that you give to the church
- Information that you share with us for the purpose of pastoral care, encouragement, training and prayer

- Information relevant to your suitability for membership of and service in the church, employment by the church or service with other Christian organisations
- Medical information where necessary to ensure that the care and hospitality we provide is appropriate for your needs
- Details of your visits to our website (including but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own purposes or otherwise) and the resources that you access.

How we will collect information

The main way we collect information about you is directly from you, either personally or through Church Suite. However, we may also collect information from others about you, including from other members of the church or your home or previous church

- To help us to ensure that you meet the criteria for membership
- To enable us to maintain appropriate safeguarding arrangements for our children, young people and vulnerable adults
- To help us to better support you and to provide pastoral care, support, teaching and challenge for you in accordance with the teaching of the Bible.
- To help us to ensure that you continue to meet the qualifications for membership (or where appropriate the office of deacon or elder)
- Exceptionally, to deal with church discipline in accordance with the church's Trust Deed

Photographs

Occasionally photographs may be taken but only with your prior permission and we will always ensure:

- the pictures used are respectful in their nature and appropriate/relevant to the activity promoted
- that no link can be made between the image of any child and his/her name, address, email, etc. in order to avoid personal information being displayed or accessed publicly.

Who we may share information with

We may share your information with others in the church including

- To ask the members of the church to pray for you, along with other members
- To enable them to provide pastoral care and support for you
- To inform them that you are applying to be a member or that your membership has ended
- On our on-line church management website, Church Suite, to allow other members to contact you or to arrange rota swaps with you

We may occasionally share your information with others outside the church including

- Where we are approached for a reference by another church or organisation
- To fulfil legal obligations ie HMRC (ie Gift Aid and Payroll) and DBS checks

How we will store information

Once we have received your information, we will use strict procedures and security features to prevent unauthorised access.

The data that we control may be transferred and stored on the on-line church management system, Church Suite. This website is secure and uses encrypted data transfer.

We will take reasonable, necessary steps to ensure that your data is treated securely and in accordance with this privacy statement.

We will store your information for no longer than reasonably necessary, usually for the time that you are attending the church or are a member of the church. After this we may continue to hold your contact details for as long as you agree in order to keep you informed about the ministry of the church.

Exceptionally some personal data is kept for longer periods to fulfil legal obligations.

Your rights

You have the right to ask us not to process your personal data for the purposes of informing you of events and other opportunities. We will inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing at any time by contacting us or by changing your personal profiles on your Church Suite Account.

We will send out regular newsletters and updates for which specific consent is given by you via the preferences on Church Suite. You can unsubscribe from our emails at any time. Directions on how to do this will be contained within the email.

We also use a third-party provider - Mailchimp, to deliver and help with these communications. Information is stored until the data subject removes their data or unsubscribes. Our third-party providers have their own Privacy Policies.

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

You may request that personal information is corrected where it is not correct or that the information is deleted. You may also object to the church processing information about you. Where you have consented to us handling your information, you have the right to withdraw consent at any time. This can be done by changing your personal profiles on your Church Suite Account.

Our website may, from time to time, contain links to and from other websites of our partners networks and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

We keep our privacy notice under regular review. This privacy notice may change from time to time. If we make a change to it that we believe materially reduces your rights, we will provide you with notice (for example, by email). And we may provide notice of changes in other circumstances as well.

By continuing to engage with Faversham Community Church after those changes become effective, you agree to be bound by the revised privacy notice.

This privacy notice was last updated on 18th July 2019.

Questions and complaints

For further information about how your personal information is used, how we store your information securely and your rights to access the information that we hold about you, please contact the Chair of Trustees - Michael Taylor.

If you are unhappy with how we have handled your information, you may complain to the Information Commissioner.

NOTICE END