

DATA PRIVACY NOTICE

Libanus Evangelical Church, Market Street, Morriston, Swansea

This statement details how we process or store your personal data which you provide to us or we collect from you. If you are a member of the church or a regular attender or an employee of the church then the whole of this policy will apply to you.

1. Your personal data - what is it?

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").

2. Who are we?

Libanus Evangelical Church (LEC), Market Street, Morriston, Swansea is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Libanus Evangelical 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, unauthorized 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 geographical Morriston area as specified in our constitution
- To administer our membership records
- To manage our employees
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform individuals of news, events, activities and services taking place at Libanus Evangelical Church
- To share your contact details with the Pastor and church Officers so they can keep you informed
- To provide you with information from Church partners (Mission updates)
- To circulate a weekly Newsletter
- To organize rotas and keep you informed of any changes
- Under exceptional circumstances to deal with issues that arise from the Church Constitution

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

- i. Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations.
- ii. Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- iii. Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - a. the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes)
 - b. and there is no disclosure to a third party without consent

5. Sharing your personal data.

Your personal data will be treated as strictly confidential and will only be shared with the Pastor, Church Officers other members of the church for purposes connected with the church.

We will only share your data with third parties outside of the church with your consent.

6. How long do we keep your personal data?

We keep gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

We will keep all other data for a period of one calendar year, after which time we will check that your data is still relevant and up to date by contacting to ensure you wish for us to continue storing and using your personal data.

7. Storing your data

Once we receive your data we will ensure that it is kept secure and accessed by only those authorized to do so within the Church organization.

Electronic data will be encrypted to prevent unauthorized access as will data that maybe stored on 'cloud' based storage sites which may be based outside of the European Economic Area (EEA). Where data is transmitted electronically this will also be encrypted and only shared with authorized people within the church.

8. 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 Libanus Evangelical Church holds you
- The right to request that the **Libanus Evangelical Church, Market Street, Morriston, Swansea** 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 **Libanus Evangelical Church, Market Street, Morriston, Swansea** to retain such data;
- The right to withdraw your consent to the processing at any time
- 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, where applicable.
- The right to lodge a complaint with the Information Commissioners Office.

9. 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.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Libanus Evangelical Church Administrator at Libanus Evangelical Church, Market Street, Morriston, Swansea, SA6 8DA. Or by telephoning 01792 781902. Alternatively by Email: Libanusoffice@gmail.com