

Privacy Policy

Who are we?

Life Church is an evangelical church based in Peterborough, part of the Relational Mission family of churches. We are passionate about bringing the good news of Jesus to our city, region and nation, in word and deed.

Your privacy is very important to us and we're committed to protecting it. We aim to be as clear as possible about how and why we use the personal data you give us, and compliance with the current data protection legislation forms the basis of how we handle your information.

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 2016/679 (the "GDPR").

How do we process your personal data?

Life 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.

What is our legal basis for processing your personal data?

Article 6 Para 1(f) of the GDPR gives us a lawful basis of processing data where: "processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child".

Under Article 9 Para 2(d) of the GDPR we are permitted to process sensitive data when it is: "carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes".

We only collect your data if:

We have your consent

When asking for your consent we do so clearly, concisely and unambiguously, giving you as much control as possible.

At any time you wish to change your preferences or unsubscribe from our mailings, you can do so easily by clicking on the links at the bottom of any email.

We think we have legitimate reason to do so

We may contact you if you have expressed an interest in being kept up to date with any of our services.

What we do with your data?

Here's how we use your data at Life Church:

- Pastoral care: to provide pastoral care to those attending Life Church.
- Staff: to manage the administration of our employees and volunteers.
- Members: to administrate your records if you choose to become a Life Church member.
- Updates: to inform individuals of news, events, activities and services running at Life Church.
- Volunteers: to enter your data onto ChurchSuite, to manage and send out rotas.
- Life Groups: to enter your data onto ChurchSuite and give details to your group leader, if you sign up for a Life Group.
- Children: to register your child's details onto ChurchSuite for news, emergency contact and safeguarding purposes when they visit our children's activities or events.
- Events: to keep you updated about our programme, speakers and practical aspects of events you've signed up for.
- Giving: to process financial reports and Gift Aid applications.

How we handle your data

Storage

Any information you provide us with will be held on our ChurchSuite database, held by ChurchSuite on its secure servers. Certain data may also be stored elsewhere, for example:

- Personal data provided through Google forms will be held by Google, Inc and securely stored on its servers.
- Personal data provided when you subscribe to our mailing lists will be held by MailChimp (The Rocket Science Group LLC d/b/a MailChimp) and securely stored on its servers.

How long do we keep your personal data?

We keep your data for no longer than reasonably necessary. We will process your data for as long as you are a member of Life Church or are in regular contact with the church, eg through our Sunday services, volunteering and/or Life Groups.

If you resign from membership or are no longer in regular contact with us, we will retain your data for a maximum of one year, unless you specifically ask us to delete your data earlier.

We are obliged to hold information about financial transactions for six years. This enables us to meet with our accounting requirements and respond to any questions you may have during that period.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with Life Church employees and select volunteers. We will only share your data with third parties outside of Life Church with your consent.

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 the personal data which Life Church holds about you;
- The right to request the correction of 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 us to retain such data;
- 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 lodge a complaint with the Information Commissioner's Office.

Automated processing

From time to time, we make use of automated processing to help us with understanding the needs of the church, event planning, managing and reviewing data, providing better pastoral care and helping us meet various legal requirements.

Further processing

If we wish to use your personal data for a new purpose not covered by this Privacy & 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.

How to contact us

To exercise all relevant rights, queries or complaints, in the first instance please contact the Life Church trustee responsible for data protection via hello@wearelifechurch.uk

You can contact the Information Commissioner's 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.