

Connect Church Cornwall Privacy Policy

Our contact details

Name: Connect Church Cornwall

Address: Molesworth Street

Wadebridge

United Kingdom

PL27 7DS

Phone Number: 01208 813110

E-mail: hello@connectchurch.uk

The type of personal information we collect

We currently collect and process the following information:

- Name
- Address
- Contact details
- Sex
- Date of birth
- Marital status
- Dietary requirements
- Photographs/videos
- Financial transactions
- Pastoral history
- Employment history
- Services requested from Connect Church
- Criminal offence data & related security measures

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have filled out a form requesting contact from Connect Church.
- You have registered for an event at Connect Church.
- You have registered with Connect Church as a regular attendee (e.g. through Church Suite).
- You have provided your details directly to a Connect Church staff member or volunteer (e.g. in person, by email or phone).
- You have entered an agreement or contract with Connect Church (e.g. for hire of our facilities).

We may also receive personal information indirectly, from the following sources in the following scenarios:

- Persons providing references during application for paid or voluntary positions within Connect Church.
- Persons responsible for pastoral care in previous churches attended, providing pastoral history.
- The Disclosure & Barring Service (DBS) during application for paid or voluntary positions within Connect Church.
- Police and/or probation officers responsible for offenders attending or engaging with Connect Church.

We use the information that you have given us in order to:

- Inform you about Connect Church and its activities.
- Administer normal church activities (e.g. events, pastoral care, volunteering, facilities hire, safeguarding).
- Claim gift aid on charitable donations made to Connect Church.
- Livestream Connect Church services on online platforms (video only).
- Promote Connect Church and its events (photographs only).
 - Obtain references for paid or voluntary roles at Connect Church.
 - Provide effective pastoral care.
 - Safeguard children and adults in accordance with our Safeguarding Policy.

We may share this information with:

- A third-party (Church Suite) who helps us to manage personal data and administer the day-to-day running of the Connect Church.
- The police, where necessary to fulfil our duty to safeguard children and adults, or in connection with any illegal activity.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the church office at the email, phone number or address above.

(c) We have a legal obligation.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored in the following locations:

- Microsoft 365 cloud storage
- ChurchSuite storage. Further information on security available at <https://churchsuite.com/security/>
- Locked storage in the Connect Church office (address as above)

We keep all the above listed personal information for a maximum of 6 years unless overridden by legal obligations. We will then dispose of your information by shredding (physical records) or deletion (digital records).

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the church office at the above email, phone number or address if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the church office at the above email, phone number or address.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>