

## Latymer Community Church Privacy Notice

### Summary

At Latymer Community Church, (Latymer) we are committed to protecting and respecting your privacy because we recognise that the privacy and security of your personal information is very important.

This Privacy Notice explains what we collect and how we collect, use and manage any personal data shared with us. We recognise that people's privacy and data protection are human rights and that Latymer is bound by the Data Protection Act 2018, General Data Protection Regulation 2018/679 ("GDPR") and all other related legislation, but more than that, we care about you and your data and have a duty to ensure that your data is safe. Therefore we will only collect and process data when necessary to provide services and support you, or as part of our legitimate interests as an organisation, and we will never sell or rent personal information that we hold.

Latymer Community Church is the Data Controller and can be contacted by email: [office@latymer.org.uk](mailto:office@latymer.org.uk), phone: 07342 221 882 or post: Latymer Community Church, 240 Lancaster Road, London, W11 4AH.

### What information does Latymer have?

Latymer holds personal and confidential information about its current and former employees, trustees, suppliers, volunteers, donors, community members and church attendees.

We are committed to:

- keeping this information safe, so paper personal data is kept in a locked cupboard or filing cabinet. Electronic data is kept on computers which are password or pin number protected. Access is restricted to relevant and appropriate staff members, church leaders and volunteers
- keeping this information no longer than is necessary – see our Data Retention Policy for further details on how long we keep information
- ensuring that our staff receive appropriate training to ensure confidentiality

There are a number of types of information we hold:

**General data:** As part of the sign up for our church, or community mailing lists, we collect personal information including your name, address, email address and telephone number. We use that information to tell you about the events, news, information or projects that you've asked us to tell you about; to contact you if we need to obtain or provide additional information or to check our records are correct. We don't rent or trade email lists with other organisations and businesses. This is stored on our ChurchSuite system which is a database system that only approved people have access to.

**Pastoral information:** As a church, we are privileged that people trust us with their personal situations for prayer and pastoral support. Prayer needs may be shared with an appropriate level of detail in Latymer Staff Team meetings, Church Leaders' Meeting and with permission, in Church Prayer Meetings. These are recorded if permission has been given so

that we can celebrate answered prayer and keep praying consistently. Where a prayer request card has been completed, this will be shared for prayer in these contexts.

Where a worker has received a gift from an adult at risk or has given significant advice or assistance this will be recorded. See Financial Controls Policy for further details.

Records of events such as baptisms, weddings, funerals and dedications may be kept for church records, ensuring only minimal personal information is stored.

**Donations, regular giving and Gift Aid:** We keep information on people who give regularly to Latymer Community Church or use Gift Aid. This includes their name, address and tax status.

**Safer recruitment and DBS (Disclosure and Barring Service) checks:** All volunteers and staff who work with children, young people or adults at risk in a group, project or activity that we run, will undergo a safer recruitment process including a DBS check, and records will be kept of these according to our DBS Retention Policy and legal requirements.

**Employee information:** Employees of Latymer Community Church will have information such as employment data, names, addresses, contact details, next of kin, bank details, ethnicity and references kept. For more information, employees can refer to our Data Retention Policy.

**Children and young people:** While a child or young person is part of a group or activity we run or co-run, we will request and store information about the child which may include date of birth, address, contact details, parent/carers details, ethnicity, which school they attend, medical or additional needs. Where children or young people attend a group or activity without their parent/carers, registers are taken that include name and attendance.

**Safeguarding information:** In the case of a safeguarding issue, we ensure that only the minimum number of people are informed in order to ensure the safety of adults at risk and young people. We may need to share information with other people such as social services in order to ensure the safety of a child or adult at risk. For further information see our Safeguarding Policy.

**Website and website cookies:** We do not use cookies on our website. Our website may contain links to and from the websites of others who use our building or partners. If you follow a link to any of these websites, please note that their websites are not covered by this notice and they may have their own privacy notices. We do not accept any responsibility or liability for these notices. Please check these third-party notices before you submit any personal data to their websites.

**Wifi:** We use Notting Hill Methodist Church's WiFi. They are responsible for controlling access and monitoring use. Please request their policies relating to this for more information.

**Photographs and audio recordings:** Many of our events are public and as such, photography is permitted. At closed events, or events for children and young people, specific consent is sought for photographs where any individual is identifiable. Parent/carers give consent for children under 13. Our safeguarding policy includes more detailed information about limiting photographs of children in section five, 20.

We do not identify the names of individuals in photographs without express permission. Photographs on our website, printed materials or social media that include individuals are there with the consent of the individuals and can be removed from digital media at the request of the individual or parent/carer (of children under 13) by contacting [office@latymer.org.uk](mailto:office@latymer.org.uk)

### **What does Latymer do with your data?**

We will never sell or rent personal information that we hold. We will ask for specific permission to store or process information where appropriate e.g. when signing up to mailing lists.

Where we have a legitimate interest to store and use your data in order to carry out the work of the church we will follow the GDPR principles in keeping as little information as possible for as short a time as possible. Examples of legitimate interests include rotas, health and safety/emergency information, safeguarding, and contact information to send out church/community information or for pastoral support.

There are some instances where we have a legal obligation to store information. This can include accident records, financial records and Gift Aid information.

The only cases where we would share your data would be where:

- we have a partnership agreement in place with another organisation or a freelance worker and data-sharing is necessary for the purposes of joint working. In this situation a confidentiality and/or data sharing agreement will be in place to ensure your data is kept safe. Where an event or project is organised by a group of churches or organisations, minimal information will be shared, usually limited to names for registers/attendee lists.
- the sharing of the data is necessary to ensure the safety of an adult at risk or child
- there is a legal obligation to share it
- we use a third-party provider e.g. for HR purposes, accounting, customer relationship management, and IT. The third-parties we use are carefully chosen by us to ensure that, amongst other things, your information is kept secure.

Some of the tools we use to hold data or process it, e.g. Google drive are hosted in the USA. Any 'processor' we use outside of the EU has to abide by the EU-US Privacy shield which is GDPR compliant, as confirmed in our contracts with them.

### **Your Rights under the General Data Protection Regulation (GDPR)**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

1. The right to be informed: We have a duty to inform you about the collection and use of your personal data.

2. The right of access: You have the right to request a copy of the personal data we hold about you.

3. The right to rectification: You have the right to request that Latymer Community Church corrects any personal data if it is found to be inaccurate or out of date.

4. The right to erasure: You have the right to request that we delete your personal data where: (a) the personal data are no longer necessary in relation to the purposes for which they were collected or processed; (b) you withdraw your consent to processing for which we previously obtained your consent; (c) you object to the processing and, as a result, we agree to cease that processing; (d) the personal data has been unlawfully processed; and (e) we are required to erase the personal data in order to comply with the law.

5. The right to restrict processing: You have the right to obtain from us the restriction of processing where: (a) you contest the accuracy of the personal data we hold about you; (b) the personal data has been unlawfully processed; (c) we no longer need the personal data but they are required in limited circumstances; and (d) you object to the processing and, as a result, we agree to cease that processing.

6. The right to data portability: The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable. This only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.

7. The right to object: You have the right to raise an objection to any of our processing. Please tell us if you object to any type of processing that we do and we will work with you to address any concerns you may have.

8. Rights in relation to automated decision making and profiling: We do not carry out any of this kind of processing

You have the right to lodge a complaint with the Information Commissioners Office, although of course we would always prefer you to raise a concern or complaint with us first.

To exercise any of those rights, please contact our Data Protection Champion by email at [office@latymer.org.uk](mailto:office@latymer.org.uk) or write to Latymer Community Church 240 Lancaster Road, London, W11 4AH.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Changes to this Privacy Notice**

We will regularly review this Privacy Notice and will update the website when we do this. Please refer to the website for the most up-to-date version. This Privacy Notice was created on 27/09/2019.

MW 12/02/2020

TB 20/04/2023 – approved by Trustees 17/05/2023

TB 18/09/2023

SB 11/2024