

GCL Privacy Notice

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Date of Review: April 2022

Date of Next Review: April 2025

Document Owner: Data controller

How Grace Church Leatherhead (“we”) use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

Why do we collect and use your information?

We collect and use your information to contact you to send you our newsletter and other communications regarding our activities, to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law regarding data sharing. We do not share your information with others except as described in this notice.

The categories of information that we may collect, hold and share include:

- Personal information (such as name, telephone number, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth)
- Date of birth, medical information and school year group for children attending our children’s work and events

Storing your data

Your personal data will be treated as strictly confidential. We hold your data for varying lengths of time depending on the type of information in question but in doing so we always seek to comply with Data Protection legislation.

We utilise ChurchSuite to ensure we have up to date details of church attendees. ChurchSuite enables you to decide what data is recorded and visible to others within the church. ChurchSuite act as a Data Processor and they have to comply with GDPR. Invites to join ChurchSuite enable us to obtain your consent to communicate with you and hold your information in this system. You have the right to withdraw your permission for this at any time. Please speak to the Data Controller or submit a request via ChurchSuite to remove your details. We will not share your details with any other third party unless the law requires us to.

More details about their security can be found at <https://churchsuite.com/security/>.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact the Data Controller (info@gracechurchleatherhead.org)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact the Data Controller.

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

Contact

If you would like to discuss anything in this privacy notice, please contact The Data Controller (info@gracechurchleatherhead.org)