



DATA PRIVACY NOTICE

Hope Community Church

1. Your personal data – what is it?

Personal data is information that relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

2. Who are we?

The Trustees of Hope Community Church take responsibility for your data. One of them is designated as the Data Protection Lead. The contact details are at the bottom.

3. How do we process your personal data?

Hope Community 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 measures are in place to protect personal data.

Hope Community Church will use the data collected for five main purposes and any other purposes that are generally in line with those set out below.

- a) Informing individuals of activities at Hope Community Church.
- b) Informing individuals of ways they can support Hope Community Church.
- c) Increasing understanding of the demographics of Hope Community Church.
- d) General administration, examples of which could include:
 - i. Maintaining list of members
 - ii. Pastoral care.
 - iii. Administering ministry teams.
 - iv. Maintaining financial records.
 - v. Administering Gift Aid.
- e) Child protection

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

The GDPR allows us to legally process data if you have given your clear consent. However there may be circumstances where we have to for legal reasons.

5. Sharing your personal data

Your personal data will only be accessible by church staff who require the data to carry out their assigned responsibilities. We will only share your data with third parties with your consent. However there may be circumstances where we have to for legal reasons.

6. How long do we keep your personal data?

We will only keep your data as long as necessary to carry out the activities in section 3.

7. What are my rights concerning my personal data?

- to be informed if data concerning you is collected;
- to have access to any of your personal data held by us;
- to have inaccurate data corrected;
- to have your data erased/destroyed;
- to ask for the way that your data is processed to be restricted
(under particular circumstances outlined in GDPR)
- to be given a copy of your data in a suitable way so you can give it to someone else;
- to object to your data being processed
(under particular circumstances outlined in GDPR)

8. Contact Details

For further information or to exercise your rights regarding data protection then contact the Trustees. The Data Protection Lead is *Ian Brayshaw*

Hope Community Church, Upper Huntbach St, Stoke on Trent, ST1 2BX
01782 367447, info@hopechurchstoke.co.uk

You can also contact the Information Commissioners 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.