

HRCB DATA PRIVACY NOTICE

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

Who are we?

Harvester Reformational Church Birmingham (HRCB) is the data controller. This means it decides how your personal data is processed and for what purposes. Contact details: -

Office: 46 Old Oscott Lane Birmingham, B44 8TP, UK

E-mail: admin@harvesterbirmingham.org.uk

Tel: +44 7486 037084

How do we process your personal data?

HRCB complies with its obligations under the General Data Protection Regulations 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.

We use your personal data for the following purposes: -

- To provide pastoral care to our members and attendees
- To enable us to provide a voluntary service for the benefit of the public
- To administer membership records
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers
- To maintain our own accounts and records
- To operate the HRCB web site and deliver the services that individuals have requested
- To inform individuals of news, events, activities or services running at HRCB
- To process gift aid applications
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered

What is the legal basis for processing your personal data?

Some or all of these may apply at any given time

- You have given us explicit consent by completing a consent form
- Processing is necessary for compliance with a legal obligation such as Gift Aid registration
- Processing is necessary to protect the vital interests of a data subject or another person e.g. Safeguarding
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent
- Processing is carried out by us as a religious organisation and relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.
- Processing relates to personal data manifestly made public by the data subject
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity
- Processing is necessary for reasons of substantial public interest on the basis of EU or Member State law
- Processing is necessary for the reasons of public interest in the area of public health
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.

Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of HRCB with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the purposes stated previously in this document. The basis of retention is to maintain records of membership, communication of Church events, reports on activities and for the processing of accounts etc. Where an explicit consent form has been signed to allow for use of personal data we will review that consent every three years and request new consent or delete as relevant. Where data is no longer required it will be removed as soon as possible.

For archive purposes some personal data may be retained to provide a historical record for HRCB. This will be restricted to names and relational information.

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 your personal data which HRCB holds about you
- The right to request that HRCB corrects 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 HRCB to retain such data
- The right to withdraw your consent to the processing at any time [Only insert if consent is relied upon as a processing condition]
- 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). For example transfer of membership to another Church.
- 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 object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office.