

PRIVACY NOTICE

1 – OVERVIEW

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 (the "GDPR").

Tees Valley Community Church (TVC Church) is the data controller (contact details below). This policy explains how we use any personal information we collect about you and for what purposes.

2 HOW DO WE PROCESS YOUR PERSONAL DATA?

We collect personal information in order to answer enquiries or to provide services as requested by our members, those using our centre, those using our website and attending our events and activities.

TVC 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 technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership and congregational records;
- To fundraise and promote the interests of the charities – TVC Church and TVC Projects;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities, services and prayer requests linked with TVC Church and TVC Projects ;

- To inform you of news, events and activities in Taking Ground churches in the region, Salt and Light churches nationally and internationally and/or other Christians activities that will be occurring in the area and in which you may be interested.

3. WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a religious aim provided: -
 - the processing 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.

4. SHARING YOUR PERSONAL DATA

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members, or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent and we will never pass on your details for marketing purposes.

5. HOW LONG DO WE KEEP YOUR PERSONAL DETAILS?

We keep data in accordance with our retention schedule, which is in accordance with contractual, legal and HMRC requirements.

6. 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 Tees Valley Community Church holds about you; (please ask for data request form) *We may make a small charge for this service.*
- The right to request that Tees Valley Community Church 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 Tees Valley Community Church to retain such data;
- The right to withdraw your consent to the processing at any time
- 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, (where applicable) The right to lodge a complaint with the Information Commissioners Office.

7. COOKIES

Cookies are text files linked to our website to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

8. FURTHER PROCESSING

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. OTHER WEBSITES

Our website contains links to other websites. This privacy policy only applies to our website so when links are made to other websites you should read their own privacy policies.

10. CONTACT DETAILS

To exercise all relevant rights, queries of complaints please in the first instance contact the entre Manager, Tees Valley Community Church, The Oakwood Centre, Cleasby Way, Durham Lane Industrial Park, Eaglescliffe, Stockton on Tees, TS16 ORD. 01642 781919

You can 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.

11. VERSION CONTROL AND REVIEWS *(TO BE REVIEWED AT LEAST ANNUALLY)*

We will keep this policy under regular review and we will place any updates on our website.

Version	Date	Who	What was done
1	6.4.18	JG	original notice written
2			
3			