

DATA PRIVACY NOTICE

Whiteabbey Presbyterian Church

1. Introduction

1.1. The Kirk Session at Whiteabbey Presbyterian Church (hereafter referred to as the Data Controller) is the controller for the personal information we process, unless otherwise stated.

1.2. You can contact us to exercise all relevant rights, queries or complaints by phone email and/or post as below:

Whiteabbey Presbyterian Church,
602 Shore Road,
Whiteabbey
BT37 0SN
email: office@whiteabbey.org
Tele: (028 90864084)
Registered Charity in Northern Ireland
NIC104452

You can also access our full set of data policies and procedures through our website. (whiteabbey.org)

2. Your personal data – what is it?

2.1. 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 ("GDPR").

3. Our Responsibility

3.1. We, as the Data Controller, have the responsibility of determining how the personal data held within the filing system(s) of Whiteabbey Presbyterian Church is processed and for what purposes.

3.2. We select and/or approve all contractors who, in any way, process data held within our system to ensure that they comply with the appropriate regulations.

4. How do we process your personal data?

4.1. We comply with our legal obligations as articulated under the GDPR legalisation 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 it. We use your personal data for the following purposes:

- to enable us to provide a voluntary service (pastoral care) for the benefit of the public in a particular geographical area;
- 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 (including the processing of gift aid applications);
- to inform you of news, events, activities and services running at or run by us; and;
- to share your contact details with the Presbyterian Church in Ireland for the purposes of keeping you informed about news and events, activities and services that will be occurring and in which you may be interested, or where you hold an office within the congregation that requires your details to be communicated to Presbytery or General Assembly

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

5.1. The legal basis is dependent upon the data we hold on individuals, referred to as Data Subjects, and the purpose of the data processing. For example: the data processing for an employee, in terms of what data is collected and how it is further processed, is different from that of a member of our congregation. Legal bases we rely on will primarily consist of one or more of the following:

- a) processing is necessary for the purposes of Legitimate Interests pursued by us or a third party except where such interests are overridden by the interests, rights, or freedoms of the data subject. This is where we need to use your data to engage in our normal day-to-day activities e.g. keeping a record of your name and address on our membership list;
- b) processing is carried out by us in our capacity as a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - i. the processing relates only to members or former members (or those who have regular contact with us in connection with those purposes); and;
 - ii. there is no disclosure to a third party without consent.

An example of this may be where a record of sensitive data may need to be kept by us so that effective pastoral care may be provided to members;

- c) explicit Consent of the data subject. An example of this would be your consent to joining a particular organisation within the church or joining a mailing list so that we can keep you informed about news, events, activities and services. We use this legal basis to enable us to process your gift aid donations;
- d) processing is necessary for us to comply with the law. Examples of this could be our legal obligations to maintain certain records so that we may carry out our obligations under employment, social security or social protection law, or a collective agreement; and
- e) processing is necessary for us to protect the vital interests of a data subject who cannot physically or legally give consent. An example of this may be for us to run special needs activities.

You can make a request to us at any time using the contact details above to ascertain what data we hold on you and under which legal basis it is categorised.

6. Sharing your personal data

- 6.1. Your personal data is treated as strictly confidential and will only be shared with other members of the church in order to carry out a service or for legitimate purposes connected with the church. We will only share your personal data with a third party if legally required to do so or after you have consented to do so.
- 6.2. Where we use other organisations to provide a service we ensure that they are GDPR compliant and that they will only use your data as instructed by us.

7. How long do we keep your personal data?

- 7.1. The length of time we maintain data varies upon how we categorise it. For example, we retain members' data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and presbytery or congregational registers (baptisms, marriages, funerals) permanently. Where consent has been obtained as, for example, for membership of an organisation or to attend a one-off activity, we will normally retain the data for one year. You can find out more details about how long we keep specific data in our 'Data Retention Policy' accessed through our website.

8. Your rights and your personal data

- 8.1. As the Data Subject, unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- a) the right to request a copy of your personal data which we hold about you;
- b) the right to request that we correct any personal data if it is found to be inaccurate or out of date;
- c) the right to request your personal data is erased where it is no longer necessary for us to retain such data;
- d) the right to withdraw your consent to the processing at any time;
- e) the right to request that the Data Controller provide the you with your personal data and where possible, to transmit that data directly to another data controller;
- f) the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction be placed on further processing;
- g) the right to object to the processing of your data;
- h) the right to lodge a complaint with the Information Commissioner's Office as below:

Information Commissioners Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire.
SK9 5AF
email <https://ico.org.uk/global/contact-us/email/>.
Tele: 0303 123 1113

9. Further processing

- 9.1.** If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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.