

How Emmanuel Church (Bramcote) ("we") use your information

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

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

Data Controller

Emmanuel Church (Bramcote) and ChurchSuite Ltd are the data controllers and responsible for your personal data.

Why are we collecting your data?

We collect personal data 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. In legal terms this is called 'legitimate interests'. Specifically –

- Individuals can fill in an on-line form if you would like to receive the Emmanuel weekly newsletter. In doing so, you provide your consent for your data to be stored on ChurchSuite and used for this purpose. When you agree to join a rota or have attended Emmanuel for 6 months, you will be allowed to view details of all other church members, via the ChurchSuite Address Book module.
- Your name and contact details will be stored in ChurchSuite. The only people who have access to all your data are the Emmanuel ChurchSuite administrators. These administrators are all Emmanuel members of staff and Managing Trustees, as necessary. You can choose what elements of your data can be shared with other members of Emmanuel. All church members who are granted access to ChurchSuite by the administrators will be able to view those member details that can be shared.
- All members on ChurchSuite will be asked to confirm that their details are up-to-date and update their consent every 12 months. You will also be able to update your details in ChurchSuite at any time if your details change.
- You can edit your details or delete your account at any time by logging into your Church Suite account, or by emailing admin@bramcote.church. You can also contact this address to unsubscribe from the weekly newsletter.
- The Membership Secretary (on behalf of the Church Secretary) will maintain a list of current members, which Emmanuel is required to do under our Articles of Association. The list, as of the date of our Annual General Meetings, will be retained and filed on the church Teams account.
- To enable us to provide adequate pastoral support to you and your family, the Managing Trustees and their appointed officers may record information which may be regarded as sensitive. This information includes safeguarding self-disclosure forms and signed statement of faith declarations. The information will be stored (in password protected documents) but the password will only be known by the Managing Trustees and their appointed officers. Any paper copies will be stored in locked boxes. This information will NOT be disclosed to anyone else without your consent other than when legally required to do so.

For employees

- we collect the following personal information - your name, telephone number, address, email address, date of birth, national insurance number and bank account details and characteristics – your gender, country of birth, religion etc. The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of selection processes and in connection with any subsequent employment or placement, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed. We are collecting this information to enable us to enter into a contract of employment with

you. If you are unable to provide this information, then we will be unable to enter into that contract.

When it is required, we may also ask you for your consent to process your data. 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)
- Special categories of personal data (such as your religious beliefs and safeguarding information)

Storing your data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Details of retention periods are available in our Records Retention Policy which you can request by contacting us at **gdpr@bramcote.church**.

Security of your data

Emmanuel and ChurchSuite have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to staff and those managing trustees and their appointed officers who need to know. They will only process your personal data on staff instructions.

ChurchSuite's Privacy Policy can be viewed at [Privacy Policy — ChurchSuite](#)

We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO where we are legally required to do so.

Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so.

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 us via email to **gdpr@bramcote.church**.

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 us via email to **gdpr@bramcote.church**.

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 us by email to **gdpr@bramcote.church** or talk to the Data Protection Compliance Manager.

Updated on 5th February 2024.
(Date of Church Managing Trustees meeting)

To be reviewed in 12 months' time.