



Privacy Notice

1. Your personal data – what is it?

This privacy policy sets out how CCBS uses and protects any information that you give to CCBS. Your privacy is important to us and we are committed to safeguarding your personal data. 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").

The categories of personal data 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, bank details, and legally required data for the processing of DBS checks).

2. How do we process your personal data?

CCBS is regulated by the EU General Data Protection Regulation 2018. CCBS complies with our obligations under these regulations we keep personal data up to date, store and destroy personal data securely, do not collect or retain excessive amounts of data and protect personal data from loss, misuse, unauthorized access and disclosure.

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 records;
- Internal record keeping;
- 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 CCBS;
- 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.

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 process your gift aid donations and keep you informed about events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union 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 parish with your consent.



Community Church Bishops Stortford

5. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. This is for a maximum period of 6 years in order to fulfil legal obligations, banking, and record keeping 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 CCBS holds about you;
- The right to request that CCBS corrects any personal data if it is found to be inaccurate;
- The right to request your personal data is erased where it is no longer necessary for the CCBS retain such data;
- The right to withdraw your consent to the processing at any time
- 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), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- The right to lodge a complaint with the Information Commissioners Office.
- You may request details of personal information which we hold about you under “GDPR”. If you believe that any information we are holding on you is incorrect or incomplete, please write to the above address or email us at: gdpr@ccbs.org.uk as soon as possible. We will promptly correct any information found to be incorrect.

7. Transfer of data abroad

Some of the programs and servers used by CCBS are located outside of the EU. Only companies whose systems are compliant with GDPR will be used. A copy of their certification dates can be obtained from the CCBS church office. In the event that a new company is used that is not compliant, you will be asked to give consent prior to your data being transferred. In the event that a new company is used that is not compliant, you will be asked to give consent prior to your data being transferred.

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. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Office at 01279 461 231 or at gdpr@ccbs.org.uk.

10. Changes to this policy

We reserve the right to change this policy at any time. Where appropriate we will notify data subjects of those changes by mail or email.

*Policy adopted and approved by Lead Trustee on May 2018
(To be reviewed May 2020)*