

## **PURPOSE OF THIS PRIVACY POLICY**

We are explaining to you why we are asking for information about you, how we intend to use the information you provide, whether we will share this with anyone else, and your rights in relation to the information. This is in accordance with the General Data Protection Regulations.

## **WHO ARE WE?**

We are LIFEHOUSE (Worcester Elim Church), an Elim Church belonging to Elim Foursquare Gospel Alliance. Registered charity 251549 (England & Wales). Our address is 64-62 Lowesmoor, Worcester. WR1 2SE.

## **OUR DATA PROTECTION LEAD**

Our Data Protection Lead is responsible for overseeing what we do with your information and monitoring our compliance with data protection laws.

If you have any concerns or questions about our use of your personal data, you can contact us by writing to The Data Protection Lead, LIFEHOUSE (Worcester Elim Church), 64-62 Lowesmoor, Worcester. WR1 2SE or emailing [data.protection@wearelifehouse.org](mailto:data.protection@wearelifehouse.org).

## **WHY WE ARE COLLECTING YOUR INFORMATION**

The information that you provide to us either verbally, in writing, or electronically is used for the following purposes:

- to administer partnership records;
- to maintain our financial accounts and records, including the processing of gift aid;
- to tailor our communication with you based on your personal circumstances and individual needs;
- to provide news and information about events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage employees and volunteers;
- to enable the church to provide services for the benefit of the public in our local community.

## **CAN WE USE YOUR INFORMATION FOR ANOTHER PURPOSE?**

If we later need to use your information for any purpose other than those listed in this policy, we will provide you with an updated policy, and where necessary, ask you for consent.

## **WHAT INFORMATION DO WE COLLECT?**

We will only collect personal information about you that is relevant and necessary for the purposes set out in “Why we are collecting your information”. Some of the information which we collect will be special categories of personal data (also called sensitive personal data), for example, information about religious beliefs, or a disability.

## **THE LAWFUL BASIS FOR STORING AND USING YOUR PERSONAL INFORMATION**

We need a lawful basis for collecting and using information about you. The General Data Protection Regulations contain six different lawful bases for processing personal information. The lawful basis that we use will vary depending on your relationship or association with us. For example, if you are a partner, the lawful basis that we will use will be Legitimate Interest; if you give using the Gift Aid scheme, the lawful basis that we will use will be Legal Obligation. Where no other lawful basis is appropriate, we will rely on your explicit consent. The lawful basis that we use to store and process your information will be recorded and audited.

In exceptional circumstances, such as the need to protect life, we may use the “Vital Interests” lawful basis when processing your information.

## **SHARING YOUR INFORMATION**

We will not share your information with third-parties for the purpose of marketing. From time to time there may be circumstances in which we are legally obliged to share your information, for example with police for the purpose of detection and prevention of crime.

## **SERVICES WE USE TO MANAGE YOUR INFORMATION**

To assist us in the purposes set out in “Why we are collecting your information” we will use systems provided by third-parties. These are Data Processors. The data processors that we use are:

- Microsoft
- HMRC
- iKnow Church Software
- MailChimp
- WhatsApp
- Elim Foursquare Gospel Alliance

## **SECURING YOUR PERSONAL INFORMATION**

We will keep your personal information up to date and it will be stored and destroyed securely. We will protect your personal information from loss, misuse, unauthorised access and disclosure by ensuring that appropriate technical measures and manual processes are in place.

## **STORING AND DELETING YOUR PERSONAL INFORMATION**

We will store the personal information that you provide to us with for as long as you have a relationship or association with us. When this no longer exists, we will review the personal information that we hold to determine whether there are any reasons why we need to continue holding that information. When there are no identifiable purposes for which it is necessary to hold on to your information, we will delete your information in line with our data retention policy.

Some information may be kept for the purpose of maintaining the historical records of the church, or for archives if this is in the public interest.

## YOUR RIGHTS

In relation to the information which we hold about you, you are entitled to:

- Ask us for access to the information;
- Ask us to change the information where it is inaccurate or is incomplete;
- Ask us to delete the information and take steps to ask others who we have shared your information with to also erase it;
- Ask us to limit what we do with your information;
- Object to our use of your information and ask us to stop that use;
- Ask us to provide you with the information we hold about you in a structured and commonly used format or transmit that information directly to another organisation.

Our obligations to comply with the above rights are subject to certain exemptions.

To invoke any of the rights listed above, you should contact our Data Protection lead using the information in the “Our Data Protection Lead” section.

You also have the right to complain to the Information Commissioner's Office (the ‘ICO’) if you are not satisfied with the way we use your information. You can contact the ICO by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.