



EDEN CHURCH PENARTH

Privacy Notice for Members and Regular Visitors

May 2018

Dear Eden Church Penarth Member or Regular Visitor

New rules on data protection will come into force on the 25th May 2018. They are known as The General Data Protection Regulation 2016 (GDPR) which is a regulation adopted by the European Union to strengthen data protection rules, increasing the control and protection people have over their personal data.

GDPR regulates what information we can hold about you, and how we can use that information. This means we must:

1. Explain to you the basis on which we hold your personal data and what we will use it for;
2. Ask for your consent to share your personal data with the members of Eden.

Basis on Which We Hold Your Personal Data

We hold your personal data to enable the church to keep in touch with you and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

To ensure your details are accurate and up-to-date we would appreciate you providing them afresh via Survey Monkey using the link on the Eden Church Penarth website at www.edenchurchpenarth.co.uk

Consent to Share Your Personal Data

We would also like to include your name and contact details in our Church Directory. It may be distributed by email or hard copy only to persons who are Members of Eden Church Penarth. We will not give copies of the Church Directory to anyone else, not even to regular visitors who are not members, even though their personal data may also be included in the Directory. You can ask for your details to be removed at any time using the contact details below. If you are happy for your details to be included in the Church Directory, please provide your consent via the Survey Monkey contact form.

How and Where We Will Store Your Personal Data

Your name and contact details will be entered into our church database which is password protected and accessed only by the Minister and Elders. All devices, including laptops, PCs, phones and tablets, used by the the Minister and Elders to access the church database are password protected. Your personal data will be removed from the database once you are no longer a member or regular visitor of the church – unless you ask to remain as one of our “church friends”.

Sensitive Personal Data

To enable us to provide adequate pastoral support to you and your family, the Minister or Elders may record information which may be regarded as sensitive. The basis on which we may hold sensitive personal data is as part of the legitimate activities of Eden Church Penarth and in connection with its purposes. Sensitive personal data may be stored in the church database but will only be accessible by the Minister or the Elders. It will NOT be disclosed to anyone else without your consent.

Subject Access Requests

You have the right to ask to see any information we hold about you (including sensitive personal data) by submitting a 'Subject Access Request' using the above details. You also have the right to ask for information which you believe to be incorrect to be rectified.

Additional Information, questions and complaints

The Trustees of Eden Church Penarth are the the Minister and Elders who, collectively, are the Data Controller under GDPR. The Data Protection Policy for Eden Church Penarth is available via the Eden Church website: <http://www.edenchurchpenarth.co.uk>

If you have any questions or are concerned about the way your information is being handled, please contact the Trustees by ringing or texting 07766 117785 or emailing gdpr@edenchurchpenarth.co.uk

If you are still unhappy you have the right to complain to the Information Commissioner's Office.