

# RE:HOPE NEXT GENERATION BIBLE CHURCH

## PRIVACY POLICY

This notice describes Re:Hope Next Generation Bible Church's ("Re:Hope" hereafter) Privacy Policy across all locations. By visiting our website, you are accepting the practices described in this Privacy Policy.

We aim to be clear, concise and transparent. If you have any questions, please email [admin@rehope.co.uk](mailto:admin@rehope.co.uk)

### 1. YOUR PERSONAL DATA – WHAT IS IT?

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 2016/679 (the "GDPR").

### 2. WHAT PERSONAL INFORMATION DOES RE:HOPE COLLECT ABOUT YOU?

We securely store information you have provided to us, such as basic personal information. This may include:

- a) Name
- b) Address
- c) Email address
- d) Date of birth
- e) Marital status
- f) Family members

Other information we collect:

- g) Booking information for events. In addition to the above, it may include school information, dietary requirements and health information. We need this data to run our events smoothly and keep people safe.
- h) Volunteering information. This may include details of relevant certifications you hold, availability, references and a statement of your faith. We need this data to accredit our volunteers for events and ensure they are a good fit for their roles.
- i) Donor information. This may include bank details, GiftAid declarations and donation history. We need this information to process donations.
- j) This information may be collected via paper forms, or digitally, e.g. via our website, Google Forms, Zoho Surveys or by email. We do not collect information without your permission. Data we already hold will be processed only for the purposes of legitimate interest.
- k) We may also store some information not directly provided by you:
  - Website analytics

- PVG
- Visa applications

### **3. HOW DO WE PROCESS YOUR PERSONAL DATA?**

Re:Hope comply with their obligations under the GDPR 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 and organisational measures are in place to protect personal data.

Re:Hope will use your personal data in order to provide pastoral care and to keep our church database (ChurchSuite) up to date to reflect our congregation.

Re:Hope will use you information:

- To administer congregational 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 Re:Hope Next Generation Bible Church
- Other information is optional, but may affect our ability to communicate with you, or affect your ability to fully participate in our ministry

### **4. DO WE SHARE YOUR PERSONAL INFORMATION?**

Re:Hope only shares information with third parties to distribute communications electronically. This information is only available to these partners in order to process those communications.

Your personal data will be treated as strictly confidential and will be shared only as set out in our Data Handling Policy. Your personal data may be shared with Re:Hope the leadership (directors, elders and staff).

If you serve on any committee or take on any duty, rota or role within the congregation, information about your serving may be shared with other members of the congregation. We will ask for your consent before we share your personal data more widely.

We may disclose information in special cases when we have reason to believe that disclosing this information is:

- necessary to comply with the law, e.g. Child Protection.
- to enforce or apply our Terms and Conditions.
- required to comply with any court order or other legal obligation or when data is requested by government or law enforcement authorities.
- to enforce any agreements, or to protect the rights, property, or safety of us, members of the congregation or others.

## 5. LINKS

Where there are links on our site to other sites, the content of those linked sites is not covered by this privacy policy. These other sites will have separate privacy and data collection practices. We do not have responsibility or liability for these independent policies. Links to other sites are provided by us for information only and in good faith. We are not responsible or liable for any content advertisement, product or other materials on or available from such sites.

## 6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Congregational data is reviewed on a yearly basis, as outlined in our Data Handling Policy. Gift aid declarations and associated paperwork are kept for up to 7 years after the tax year to which they relate; and church registers (baptisms, marriages, funerals) permanently.

## 7. YOUR RIGHTS AND YOUR PERSONAL DATA

Access to your personal data is subject to GDPR. This is called a Subject Access Request. You can request access to this information at any time. You can request data is corrected, amended or removed, and can request that data is no longer processed.

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 Re:Hope holds about you.
- b) The right to request that Re:Hope corrects 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 Re:Hope Next Generation Bible Church 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 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*].
- f) The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- g) The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*].

## **8. FURTHER PROCESSING**

If we wish to use your personal data for a new purpose, not covered by this 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.

## **9. CONTACT DETAILS**

To exercise all relevant rights, queries or complaints please contact [admin@rehope.co.uk](mailto:admin@rehope.co.uk)