



## Privacy Policy

This Privacy Policy explains what to expect when Ebbsfleet Community Church (ECC) collects and uses your personal information. We encourage you to read this notice carefully and if you'd like to learn more about our data protection and privacy policies or get further clarification, please contact Bart Woodhouse who will be happy to assist.

Bart Woodhouse, Pioneer Mission Enabler, Ebbsfleet Community Church.

M: 07792 596 318      E: bart.woodhouse@gmail.com

### OUR PROMISE

ECC is committed to respecting your privacy and ensuring the personal information you have entrusted to us is held securely. We process personal information in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) May 2018, to strengthen your rights to privacy and give you control over the personal information that we hold about you.

### THE PERSONAL INFORMATION WE COLLECT

- Personal identifiers such as your title and name
- Contact details including postal address, post code, email and telephone number
- Whether you are a UK tax payer (if you Gift Aid)

ECC is a Christian Church committed to preserving its Christian ethos. Where necessary and consented to, we may collect details about your church affiliations, i.e HTB, Bible Society etc. We may also receive prayer requests and the information may reveal sensitive personal data. As a Christian church, we share and pray for these needs at our weekly worship and prayer sessions. Full names will only be used with a person's express permission.

ECC will always treat any sensitive personal data we process with great care and process the information in accordance with the Data Protection Act.

### WHY WE COLLECT YOUR PERSONAL INFORMATION

- To reclaim tax on Gift Aid donations, if applicable.
- To create and steward effective partnerships with UK Churches.
- To keep you informed about our work.
- To enable us to contact you with relevant information about the life of the church.
- For compliance with employment law and other statutory requirements.

## **SOCIAL MEDIA**

You may give permission for your information to be viewed publicly on the ECC Facebook Page, church website and the North Kent Methodist Circuit website.

**Important note:** You can contact us at any time to opt-out of your personal information being processed in this way by emailing [bart.woodhouse@gmail.com](mailto:bart.woodhouse@gmail.com) or calling 07792 596 318

## **WHO WE SHARE YOUR INFORMATION WITH?**

ECC never sells information to other charities or organisations nor does it share information with other organisations.

## **HOW LONG WE KEEP YOUR DATA**

ECC will only keep your personal information for as long as it is required and in accordance with statutory requirements. For example, HMRC requires that we keep a record of your name, address and Gift Aid declaration for six years from the date of your last donation. Where the information is no longer required, we will ensure that it is disposed of in a secure manner.

## **YOUR INFORMATION RIGHTS AND CHOICES**

The Data Protection Act (DPA) gives you the right:

- To request in writing and securely obtain copies of the personal information SMC holds about you.
- To correct or update your personal information processed by SMC.
- To request SMC to stop using your personal information

For more information about your information rights visit [www.ico.org.uk](http://www.ico.org.uk)

## **REPORTING CONCERNS OR COMPLIMENTS**

Please contact us if you wish to raise a concern about ECC's handling of your personal information, or compliment what you think we have done well.

You also have the right to lodge a complaint with the Information Commissioner's Office about how we manage your data.

## **CHANGES TO THIS PRIVACY NOTICE**

ECC will review our privacy policy regularly. The terms of this notice may be updated at any time for example, in the event of changes in law and how we operate. If there are any significant changes in the way we process your personal information, we will provide a notification of such changes.

April 2021