

# FALMOUTH

## LIGHT & LIFE CHURCH

### PRIVACY NOTICE

Those responsible for data protection and for monitoring this privacy notice are Jennifer Land and Chris Banwell. If you require any further information or have any concerns please contact them on [falmouth@lightandlife.co.uk](mailto:falmouth@lightandlife.co.uk) or [c.banwell@lightandlife.co.uk](mailto:c.banwell@lightandlife.co.uk)

#### **Why do we collect and use your information?**

Falmouth Light and Life will record, process and keep personal information of yours in accordance with the General Data Protection Regulations 2018.

We use this data to:

- Contact you with regards to upcoming events, details of what is occurring in the life of the church, new opportunities and team correspondence
- Safeguard children in accordance with relevant legislation

#### **Falmouth Light and Life collect and holds the following data:**

##### *Personal records*

Including:

- Personal details – the information provided on the ‘we’d love to stay connected forms’ including full names, email addresses, telephone numbers and team preferences
- Correspondences - for example letters, pastoral notes etc.
- Emergency contact details (in the context of children)

#### **Collecting information**

The information you provide to us is done so on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

All forms collecting data will clearly state our lawful basis for processing the information you supply and where the request is voluntary or consent is required this will be clearly stated.

#### **Storing your data**

We ensure that access to your files is restricted to those authorised to see them (Leadership Team and Administrator). These confidential records are stored under lock and key at The Loft.

Computer based and online files are protected by multiple password protection mechanisms and only those authorised have access to this information.

## **Sharing information**

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information without consent unless the law and our policies allow us to do so.

## **Data Processors**

We currently use a number of data processors to contact you. This includes:

- Mail Chimp
- Bulk SMS

These processors (processes data on our behalf but they do not have any responsibility or control over what is done with this data) are required to process personal data in accordance with our policy and the regulations laid out under GDPR.

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about them that we hold.

To make a request for your personal information contact Jennifer or Chris.

You also have the right to:

- Restrict Processing- This stops the processing of your information when accuracy is questionable or you object to us processing it. This does not stop us storing your information.
- Data portability - This allows you, upon request to obtain information you've provided us with, to use it elsewhere or transfer it to a 3rd party
- Rectification - If the information we hold on you is inaccurate, you are entitled to have your data rectified
- Erasure (Right to be forgotten) - Under the new laws, you have the right to have all data we hold on you deleted and destroyed. This includes removal from our data processors
- Objection - This allows you to object to us processing your information, which we will do so unless we can demonstrate legal ground/ethical concerns which requires the processing to continue
- Withdraw Consent - You have the right to withdraw your consent at any time
- Lodge a Complaint - If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact Jennifer or Chris