



# Privacy Policy

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[www.middlewich.org](http://www.middlewich.org)

## 1 Your personal data – what is it?

Personal data relates to a living individual who can be identified by that data. Identification can be made 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 ("GDPR").

## 2 Who are we?

We are Middlewich Community Church and serve as the 'data controller'. In accordance with the law, this means we make the decisions on the processing of your personal data and its intended uses. We are committed to protecting your privacy, and promise to respect your personal information and do all we can to keep it safe.

## 3 How do we process your personal data?

Middlewich Community Church complies with its obligations under the "GDPR" by:

- 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
- by ensuring that appropriate technical measures are in place to protect personal data.

## 4 For what purposes will we use your personal data?

- Middlewich Community Church will use your personal data for the following purposes:
- general church administration
- communication.
- To maintain certain administrative records and accounts (e.g., marriages, church attendance, gift-aid declarations)
- To promote, inform and manage events, activities and services running at the Middlewich Community Church.
- To manage employees and volunteers in the operations of Middlewich Community Church events.
- To understand certain demographics (i.e., who the Middlewich Community Church is impacting and influencing from different sectors of the community).

## 5 What is the lawful basis for processing your personal data?

- The lawful basis for processing personal data for Middlewich Community Church is Consent. Consent is defined as, “any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by clear affirmative action, signifies agreement to the processing of personal data relating to him or her.”
- To gain consent, the Middlewich Community Church has produced a Data Consent Form for all adults to complete and sign new church attendees to complete when they start attending the church.

## 6 Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church (e.g., Key Department leaders, Life Group leaders) for purposes connected with the church. We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent unless required, by law.

## 7 How long do we keep your personal data?

In general terms, we will keep your data as long as you are a regular attender of the Middlewich Community Church. Should you choose to leave Middlewich Community Church at any time, we will then archive your personal data. In specific terms, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and church registers (baptisms, marriages, funerals, etc) permanently. However, we would really appreciate it if you let us know if your contact or personal details change, as this gives us consent to use the updated information and continue to communicate with you. We always aim to communicate with you respectfully, effectively and efficiently. You can opt out of these communications at any time; just let us know by contacting [info@middlewich.org](mailto:info@middlewich.org).

## 8 Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Middlewich Community Church holds about you;
- The right to request that Middlewich Community Church corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Middlewich Community Church to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- 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;
- 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]
- The right to lodge a complaint with the Information Commissioners Office.

## 9 Further processing

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

Middlewich Community Church will treat all your personal information as private and confidential and not disclose any data about you to anyone other than the leadership and ministry overseers/co-coordinators of the church in order to facilitate the administration and day-to-day ministry of the church.

All Middlewich Community Church staff and volunteers who have access to Personal Data will be required to agree to sign a Confidentiality Policy and a Data Protection Policy. Those authorised to use the database only have access to their specific area of use within the database. This is controlled by the Data Controller and other specified administrators. These are the only people who can access and set these security parameters.

## 10 Middlewich Community Church will use your data for three main purposes:

1. The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, preparation of ministry rotas, maintaining financial records of giving for audit and tax purposes.
2. Contacting you to keep you informed of church services, activities and events.
3. Statistical analysis; gaining a better understanding of church demographics. N.B. although collated church data may be passed to a third party, such as number of small groups or attendance, no personal data will be disclosed

## 11 Rights to Access Information

If you want to access your information you should make the request in writing to the Data Protection Officer, using the standard letter which is available online from [www.ico.gov.uk](http://www.ico.gov.uk). We do not accept these requests by email.

Please address all correspondence to:

FAO: The Senior Pastor, Middlewich Community Church, 34 -36 Brooks Lane,  
Middlewich, CW10 0JG

If you have any questions, please contact us on [info@middlewich.org](mailto:info@middlewich.org) or for further information, see the Information Commissioner's guidance at [www.ico.org.uk](http://www.ico.org.uk)

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