**The Congregation of Yahweh: GENERAL PRIVACY NOTICE**

**Personal data – what is it?**

*Personal data* is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos/saved or uploaded live-streams, email address, or postal address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by *the General Data Protection Regulation 2016/679 (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act 1998*.

**Who are we?**

This Privacy Notice is provided to you by **The Congregation of Yahweh** (the Congregation), which is the data controller for your data.

The Congregation has a number of role-holders (Trustees, Overseers, Elders, Deacons, Administrators, small group leaders), who work together to deliver the Congregation’s mission in each community. As all of these persons may need to work together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Congregation and our community. These role holders are data processors and together with the Congregation are all responsible to you for how we process your data.

**What data do the data controllers/processors listed above process?**

They will process some or all of the following where necessary to perform their responsibilities:

* + Names, titles, and aliases, photographs;
	+ Contact details such as telephone numbers, addresses, and email addresses;
	+ The data we process is likely to constitute sensitive personal data because, as a Congregation, the fact that we process your data at all may indicate your religious beliefs. This is a category of data which the GDPR gives prominence to and also includes other categories of sensitive personal data: racial or ethnic origin, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data, data concerning sexual orientation and criminal records, fines and other similar judicial records. We will not collect or process any of these other categories without your specific consent.

**How do we process your personal data?**

As data controllers/processors we will comply with our legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

* + To enable us to meet all legal and statutory obligations;
	+ To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
	+ To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are ill or bereaved) and to organise and perform services for you, such as baptisms, weddings and funerals;
	+ To deliver the Congregation’s mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the community as provided for in our Constitution;
	+ To administer arrangements for Feasts and other national, regional or local gatherings;
	+ To fundraise and promote the interests of the Congregation;
	+ To maintain our own accounts and records;
	+ To process a donation that you have made (including Gift Aid information);
	+ To seek your views or comments;
	+ To notify you of changes to our services, events and role holders;
	+ To send you communications which you have requested and that may be of interest to you. These may include information about our Vision, appeals or other fundraising activities;
	+ Our processing also includes the use of CCTV systems, where appropriate for the prevention and prosecution of crime.

**What is the legal basis for processing your personal data?**

* Most of our data is processed because it is necessary for our legitimate interests. An example of this would be any safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.
* We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of Congregation facilities.
* Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.
* Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent.

**Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks, for statutory purposes or where you first give us your prior consent.

**How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits (e.g. for Gift Aid). In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

**Your rights and your personal data**

You have the following rights with respect to your personal data: (When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights).

* 1. *The right to access information we hold on you*
		+ At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one calendar month.
	2. *The right to correct and update the information we hold on you*
		+ If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
	3. *The right to have your information erased*
		+ If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
	4. *The right to object to processing of your data*
		+ You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
	5. *The right to data portability*
		+ You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
	6. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.*
		+ You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
	7. *The right to object to the processing of personal data where applicable*.
	8. *The right to lodge a complaint with the Information Commissioner’s Office.*

**Transfer of Data Abroad**

We will not transfer your data abroad to any organisation, including connected Congregations without your specific consent. Please note that as our website is also accessible from overseas, on occasion, some personal data (for example names or images in a newsletter) may be accessed from overseas.

**Further processing and changes**

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

We keep this policy under regular review and we will place any updates on <http://www.congyah.co.uk/about/privacy-policy/>

This Notice was last updated in June 2018.

**Contact Details**

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, The Congregation of Yahweh, email: info@congyah.co.uk tel: 0115 837 8083

You can also contact the Information Commissioners Office on 0303 123 1113 or via email:

 <https://ico.org.uk/global/contact-us/email/> or by post to:

 Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.