



Data Privacy Policy

Christian Life Church, 2-6 Frederick Road, Selly Oak, Birmingham B29 6PB

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 type of data we collect could be names, addresses, prayer requests, pastoral information.

2. Who Are We?

Christian Life Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How Do We Process Your Personal Data?

Christian Life Church complies with its 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 measures are in place to protect personal data. We are absolutely committed to protecting your privacy. Our policy can be summarised in one sentence: **we will not share your information with others without your consent.**

We use your personal data for the following purposes: -

- To regularly communicate with the users (i.e., News, events, activities, and services running at Christian Life Church and occasionally those publicised as part of the Elim Movement).
- To help us to improve the service we offer.
- To administer membership 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, track attendance).
- To offer pastoral care and encourage someone along their spiritual journey.

4. What Is *ChurchSuite* and What Information Does It Hold?

ChurchSuite is web-based Church Management System developed for churches. Christian Life Church has used this system as a church database to help us love, care, and connect with you. All data that you provide to us is kept in an encrypted database. Your connection to that database is also encrypted. You will see a small lock icon in the URL bar at the top of the screen. This is the same encryption used for internet banking.

ChurchSuite holds personal details that you provide including name, address, phone numbers, and a photograph if you have chosen to provide one. No data is collected that is



not provided freely by yourself. You can login to your account home page and update your data to ensure they are current.

5. Who Will Have Access to Your Information?

We treat your data with the highest security possible. Access to your data is provided to the Pastors and Staff to help support and encourage you in your spiritual life. Notes may be taken by the Pastoral Team and these notes will only be viewable by the relevant team members and kept in secure cabinets. You have the right to view any information recorded in your user profile. You will have access to your user profile to correct your personal information.

6. What Else Should You Know About Privacy?

Remember to logout and close your browser when you have finished your user session. This is to ensure that others cannot access your personal information and correspondence if you share a computer with someone else or are using a computer in a public place like a library or Internet cafe. You as an individual are responsible for the security of, and access to, your own computer.

Please be aware that whenever you voluntarily disclose personal information over the Internet that this information can be collected and used by others. In short, if you post personal information in publicly accessible online forums, you may receive unsolicited messages from other parties in return. Ultimately, you are solely responsible for maintaining the secrecy of your usernames and passwords and any account information. Please be careful and responsible whenever you are using the Internet.

Our pages may contain links to other websites, and you should be aware that we are not responsible for the privacy practices on other websites.

7. What Is the Legal Basis for Processing Your Personal Data?

Explicit consent of the data subject is the legal basis for Christian Life Church collecting data. This means that we keep data to help keep you informed about news, events, activities, and services. The processing relates only to members or former members (or those who have regular contact with the church).

8. Sharing Your Personal Data

Your personal data will be treated as strictly confidential. It will only be shared with Staff or other members of the church (if appropriate) to carry out a service to other church members or for necessary purposes connected with the church. Occasionally, we will use other multimedia platforms to communicate, which will therefore necessitate sharing this data with third parties outside of the church, including: Google Suite, WhatsApp, Slack, Microsoft, Skype, Facebook, Instagram, Twitter, iCloud, and MailChimp.

9. How Long Do We Keep Your Personal Data?



Christian Life Church has a policy for reviewing the personal data and deleting personal data which is no longer necessary. Specifically, 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) permanently.

10. 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 of access:** you may request a copy of your personal data held by Christian Life Church.
- **The right to rectification:** GDPR includes a right for individuals to have inaccurate personal data rectified or completed if it is incomplete.
- **The right to erasure:** also known as 'the right to be forgotten'. The right to request your personal data be erased where it is no longer necessary for the Christian Life Church to retain such data.
- The right to withdraw your consent to the processing of your data at any time.
- **Right to restrict processing:** individuals have the right to request the restriction or suppression of their personal data. Where there is a dispute in relation to the accuracy or processing of your personal data, you have the right to request a restriction be placed on further processing.
- **The right to data portability:** this right allows individuals to obtain and reuse their personal data for their own purposes across different services.
- **The right to object:** to the processing of personal data, (where applicable). Only applies where processing is based on legitimate interests.
- **Rights related to automated decision-making including profiling:** GDPR has provisions on 1) automated individual decision-making (deciding solely by automated means without any human involvement); and 2) profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process.
- **The right to lodge a complaint:** with the Information Commissioner's Office.

11. Further Processing

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

12. Contact Details

To exercise all relevant rights, queries, or complaints please in the first instance contact Christian Life Church, 2-6 Frederick Road, Selly Oak, Birmingham, B29 6PB, 0121 471 3677 or via email office@weareclc.co.uk.



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You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.