

Our Contact Details

Name: The Ark Church Huddersfield (Registered Charity No. 1152880)

Address: North Light, Brooke's Mill, Bankfoot Lane, Huddersfield, HD4 7NR

Email: arkdata@arkchurch.org.uk

Please use these details if you want to contact us on any data protection matter marking your communication for the attention of the **Data Protection Co-ordinator**.

Our Principles

The Ark Church are absolutely committed to protecting your privacy and fulfilling our duties under the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR). Your data will not be shared with other organisations without your explicit permission.

What type of information do we hold

We currently collect and process the following information

- Personal details including name, home address, email address, landline number and mobile number
- Photographs at events
- Details of children attending any Children's Work of the church including date of birth, necessary medical information and names and contact details of parents/guardians.
- Employee information
- Financial information with respect to Gift Aid and Gift Aid Declarations.
- Employee and Volunteer DBS information

How we get the information and why do we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons

- To keep you informed of church activities and news
- To use in our publicity, including newsletter and website, to promote the church and give spiritual encouragement to both members and the general public.
- To be able to claim gift aid on donations following the completion of a Gift Aid Declaration Form
- To safeguard children in our children's work through the completion of a Registration Form.
- To enable us to process the payroll, pay our employees and make returns and payments to HMRC.

Under the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR), the lawful bases we rely on for processing this information are:

1. It is in your and our **legitimate interest** to hold the data to keep in contact with members and to make them aware of church activities.
2. Your **consent** (e.g. photographs on our website) You are able to remove your consent at any time. You can do this by contacting our Data Protection Co-ordinator at the address at the beginning of this Privacy Notice.
3. We have a **legal obligation** to hold certain data (e.g. employee information, Gift Aid information, DBS records)
4. It is in your and our **vital interest** for example to protect life. (e.g. medical information on a child)
5. You have entered into a **contract** with us.

How we store your information

Your information is stored securely either in a locked cabinet if on paper or if in digital format on either password protected devices or in secure cloud folders. We keep your personal data for up to 12 months after you leave the church when it will be shredded or completely deleted unless we have to retain the information for legal reasons.

Your data protection rights

Under the Data Protection Act 2018 you have rights:

- **Your right to be informed** – you have the right to be informed about what personal data is held about you, how it is collected, the purposes for which it is used and who it will be shared with.
- **Your right of access** – You have the right to ask for copies of your personal information which we hold as well as confirmation that your personal data is being processed.
- **Your right to rectification** – You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** – You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object** – You have the right to object to the processing of your data in certain circumstances.

- **Your right to withdraw consent** – you have the right to withdraw your consent for us to hold and process your personal data where this is relevant.

Rights relating to data portability and automated decision-making do not apply as the Ark Church does not carry out automated processing or decision-making.

You have a right to a copy of all the information we hold about you apart from any that we may be obliged to withhold because they concern other people as well as yourself or we are required to withhold for legal reasons.

How can I exercise my rights?

To exercise any of your individual rights, including obtaining a copy of the information the Ark Church holds about you, you can contact the Data Protection Coordinator at the address at the top of this Privacy Notice. If you are not known to the Data Protection Coordinator your identity will need to be verified before handing over any information.

You are not required to pay any charge for exercising your rights but an administration fee may be charged where a request is manifestly unfounded or excessive. We will respond promptly and within the legal requirement of one month.

More Information

If you would like more information on how The Ark Church manages and processes personal data you can ask for a copy of our Data Protection Policy by contacting us at the address above.

How to complain

If you are unhappy with how we have managed your information you can complain to the ICO at the following address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Helpline No. 03031231113