****

**DATA PRIVACY NOTICE**

New Life Church is a Christian Church affiliated to AOG UK and a charity within England and Wales under the Charity Number 1051891

Registered Address

New Life Church

Margaret Street

Coalville

Leicestershire

LE67 3LY

T: 01530 838355

E: info@newlifechurchcoalville.co.uk

New Life Church takes the collection of your personal data seriously, and we hold your data according to processes required in line with the policy below. All data is held on Church Suite our chosen database and is only accessible to our Senior Leader, Leadership Members applicable to a role you may be partaking in and our Administrator. On Church Suite you do have the option to make your details visitable to other members, by logging into your own account. This is at your own risk.

**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 processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

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

New Life Church, Coalville 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 use your personal data for the following purposes: -

* 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);
* To inform you of news with our monthly newsletter, events, activities, and services running at New Life Church, Coalville
* To share with the leadership and administrative team so they can keep you informed about news in the church and our local area on events, activities and services that will be occurring.

Any data held on children or young people will be done so with parental consent under the strictest protection and only shared with the Little Church team, Senior Leader and Administrator.

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

* Explicit consent of the data subject so that we can keep you informed about news, events, activities, and services.
* Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.

**5. Sharing your personal data**Your personal data will be treated as strictly confidential and will only be shared with other members of the church to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of New Life Church with your consent.

**6. How long do we keep your personal data[[1]](#footnote-2)?**Your personal data will be kept for the length of time, depending on the purpose it is required. Should you leave the church completely, your details will be removed. For further information please contact info@newlifechurchcoalville.co.uk

**7. 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.
* The right to request that New Life Church, Coalville corrects any personal data if it is found to be inaccurate or out of data.
* The right to request your personal data is erased where it is no longer necessary for the New Life Church, Coalville to retain such information.
* The right to withdraw your consent to the processing at any time.
* 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,
* The right to lodge a complaint with the Trustees.

**8. 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.

**8. Other Websites**

Please be aware our website does link to other websites. If you follow the link to their websites, you will be under their privacy policy. We do not accept any responsibility for these policies.

1. [↑](#footnote-ref-2)