



EALING GREEN CHURCH PRIVACY POLICY

(Methodist and United Reformed)

The Green, Ealing, London W5 5QT

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Your Personal Information

This statement sets out how we will deal with any personal information we collect from you or that you provide to us. If you are a member of the church, the whole statement is relevant to you. If you are not a member, only parts of it will apply.

We will collect and deal with your personal information in accordance with the General Data Protection Regulation 2018. For this purpose, we are the data controller of personal data we hold about you.

How we may use your personal information

Personal information that we collect may be used by us in a number of ways including:

- To tell you about events that the church is running which we think may be of interest to you;
- To provide pastoral care & support;
- To enable to maintain appropriate safeguarding arrangements for our children and young people and vulnerable adults;
- To help you identify where you could serve in the life of the church;
- To help us organise rotas, small groups and to communicate with you;
- To help us ensure that you continue to meet the criteria for and obligations of membership, or to serve on the Church Council, or other committees/groups;
- Exceptionally, to deal with church discipline in accordance with the church's constitution. The Church Constitution is available upon request.

In addition, information may be gathered about you with regards to hiring one of our rooms. Any information given to us for room hire will be used only for that purpose and will not be merged with that of the Church Family.

We will collect and handle your personal information either with your consent or because it is necessary for us to do so for the purposes of our legitimate interests outlined above.

Information we may collect from you

We may collect and process the following information about you:

- Your contact details
- Your attendance at events and meetings run or hosted by us
- Your participation in rotas for service in the church

- Information contained in emails or other correspondence from you and records of telephone calls or meetings with you
- Your marital status, age, gender and information about your immediate family
- Details of money that you give to the church
- Information contained in checks provided by the Disclosure & Barring Service
- Information that you share with us for the purposes of pastoral care, encouragement, training and prayer
- Information relevant to your suitability for membership of and service in the church, employment by the church or service with other Christian organisations
- Medical information where necessary to ensure that the care and hospitality that we provide for you is appropriate to your needs
- Details of your visits to our website and the resources that you access

How we will collect information

As well as using the information provided to us by you, we may collect information from others about you including from other members of the Church Family, Ealing Trinity Circuit (to which Ealing Green Church belongs) or your home or previous church, for the purposes outlined above. We might also collect information about you from outside agencies such as the Disclosure & Barring Service (DBS).

Who we may share information with

We may share your information with others in the Church Body including:

- To ask the members of the church to pray for you, along with other members;
- To enable them to provide pastoral care and support for you, with your consent;
- To inform them that you are applying to be a member or that your membership has ended;
- On our on-line church management website, iKnow Church, to allow other members to contact you or to arrange rota swaps with you
- The production of the Church Directory, with your consent

We may occasionally share your information with others outside the church including:

- Where we are approached for a reference by another church or organisation.
- Ealing Trinity Circuit, with the other Ministers within the Circuit or for the purpose of making the Circuit Directory (which lists Circuit staff, local preachers, worship leaders and church office holders)
- When required to do so by law

How we will store information

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. Church Council are responsible for their spheres of activity or subgroups, following the guidelines issued by Ealing Green Church, and Church members and worshippers who receive information from any Church related source are advised not disclose this information to third parties. We will take

reasonable, necessary steps to ensure that your data is treated securely and in accordance with this privacy statement.

We will store your information for no longer than reasonably necessary, usually for the time that you are attending the church or are a member of the church. After this we may continue to hold your contact details for as long as you agree in order to keep you informed about the ministry of the church.

Your rights

- You have the right to access information we hold about you.
- You may request that personal information is corrected where it is not correct or that the information is deleted.
- You may also object to the church processing information about you.
- Where you have consented to us handling your information, you have the right to withdraw that consent at any time.
- We will comply with your request to remove your data unless we have another lawful basis for retaining that information for legal or public purposes, for example for Gift Aid claims or for child protection, or in the case of marriage or baptism services performed here at Ealing Green, or if the erasure of your data would affect another data subject

Points to Note:

Our website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Our Data Protection Lead: our nominated representative for the purpose of data protection is Sarah Hunter, our Church Office Manager. For further information about how your personal information is used, how we store your information securely and your rights to access the information that we hold about you, please contact her using the details above.

Ealing Green Church will review this policy when necessary and with the approval of Church Council. It will be available on our website and paper copies provided upon request. Ealing Green Church is a registered charity, charity number 144083.