**Mosaic Church Bangor**

**DATA PRIVACY NOTICE**

**1. Who are we?**

Mosaic Church Bangor (“we / “us”) is the data controller. This means it decides how your personal data is processed and for what purposes. We are committed to protecting personal data and respecting the rights of our data subjects; the people whose personal data we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice. The processing of personal data is governed by the Data Protection Act 2018 (the DPA) General Data Protection Regulation (the GDPR).

**2. 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. This statement explains how we handle and use your personal information.

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

We comply with our obligations under the DPA and 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 enable us to provide adequate pastoral support;
* To enable us to provide a voluntary service for the benefit of the public;
* To safeguard children, young people and adults at risk;
* To manage our employees and volunteers;
* To maintain our own accounts and records (including the processing of Gift Aid applications);
* To fundraise and promote the interests of the charity;
* To inform you of news, events, activities and services at Mosaic Church Bangor;

**The categories of information that we may collect, hold and share include:**

* Personal Information (such as name, telephone number, address and email address)
* Characteristics (such as gender and language)
* Financial Information (such as financial giving, Gift Aid declarations)
* For under 18s only – any relevant medical, or other additional needs, and information that their parents and guardians feel we nee to hold.

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

* Processing is necessary for the public interest or legitimate interests and activities of Mosaic Church Bangor.
* Processing is necessary for safeguarding the vital interest of an individual.
* Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law;
* Explicit consent of the data subject so that we can keep you informed about news, events, activities and services.

**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 in order to carry out a service to other church members or for purposes connected with the church. We will not share your data with third parties without your consent, unless the law requires us to do so.

**6. How long do we keep your personal data?**We will not keep personal data longer than is necessary for the purposes that it was collected for and we will comply with official guidance issued to our sector about retention periods for specific records. We retain Gift Aid declarations and associated paperwork for up to 6 years after the year to which they relate. Employee data will be retained for as long as it required by UK legislation and then will be destroyed.

**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 which Mosaic Church Bangor holds about you;
* The right to request that Mosaic Church Bangor corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for Mosaic Church Bangor to retain such data;
* The right to object to the processing of personal data that is likely to cause, or is causing, any damage or distress;
* The right to object to decisions being taken by automated means.
* 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 prevent processing of personal data, for the purpose of direct marketing.
* The right to lodge a complaint with the Information Commissioners Office.

**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.

**9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer at Mosaic Church c/o Pensarn, Llangristiolus, Bodorgan, Anglesey, LL62 5DT or admin@mosaicchurchbangor.org.

You can contact the Information Commissioners 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.