

The Lighthouse Church - New Malden

Privacy & Data Protection Policy

The Lighthouse Church is committed to protecting your personal data. Under the GDPR/ Data Protection Act 2018 (DPA 2019), the Lighthouse Church is a Data Controller and as such, must let you know how we collect, use, store and protect (“process”) the personal information entrusted to us.

The personal information we process:

- What you share with us when completing and submitting application forms and related documentation, for example: your name, address, telephone numbers and email address.
- A Member or Donor's bank details, name, address, telephone numbers and email address supplied by the individual.
- Our website uses browser cookies; please see our cookie policy on the website for further information.

Special category data

- Under the GDPR, special category data, is deemed more sensitive information which relates to your race, ethnic origin, politics, religion, trade union membership, biometric and genetic data, health, sex life or sexual orientation, and requires a special condition for processing. However, we do not collect special category data.
- Data in relation to criminal activity requires an additional condition to be met when processing. The Lighthouse Church holds data about a Member for Disclosure Barring Service (DBS) Checks and renewal dates. Any criminal activity data we process, such as through DBS disclosures, is processed in line with our Disclosure and Disclosure Information Policy.

How we use your personal information:

- To distribute information about the Lighthouse Church activities to supporters.
- The Lighthouse Church holds data about Children who attend with parents or attend clubs & special events offsite that require. Data held will include: Name, Home address. D.O.B, Sex, Allergies/Medical conditions. Next of Kin. Emergency contact. This data will be held in the Website Members profile It will only be visible to the Parent/Member & the Church Leadership/Event Leader. A paper copy will be held securely for the duration of the event by the Event Leader & then shredded.

Our lawful basis for this processing is as follows:

- The processing of data of Lighthouse Church volunteers working for the Lighthouse Church is necessary for the purposes of the legitimate interests pursued by the Lighthouse Church and are balanced against the legitimate interests of the volunteers.
- The data of Lighthouse Church employees, under a contractual obligation to provide the data.

- Parental/ Guardian consent for data processed about children who attend with parents or attend clubs and special events offsite.
- A Member or Donor's Bank Details for accounting and Gift Aid purposes under a statutory and/ or contractual obligation.

Disclosure of your personal information:

- The Lighthouse Church does not share information with third parties other than its professional and legal advisors, currently Independent Examiners Ltd.; its bank, and Disclosure Barring Service (DBS), and will ensure that those organisations process personal information in accordance with the DPA 2019.

International Transfers:

- We do not transfer personal data outside the EEA.

How we protect your personal information:

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, volunteers, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of other websites you visit.

- Personal information is stored in The Church Website Address book which is GDPR compliant. And a 'Google Drive' Cloud account held by the church. All such Computer records of personal data are password protected and encrypted.
- Data files are checked for accuracy and deleted when no longer required to fulfil the function for which information was provided.
- For data processed about children who attend with parents or attend clubs and special events offsite. This data will be held in the Website Members profile. It will only be visible to the Parent/Member & the Church Leadership/Event Leader. A paper copy will be held securely for the duration of the event by the Event Leader & then shredded.

- This website's Personal Profile area is visible only to the Profile Holder/Member & the Church Leaders, or by application to Bob Mullins.

Data Retention:

We keep your personal data for no longer than reasonably necessary, in line with our Data Retention Policy, in case of any legal claims/ complaints; for safeguarding purposes, for HMRC, etc.

Your Rights:

Unless subject to an exemption under the DPA 2019, you have rights with respect to the personal data we process, including the following:

- the right to request a copy of the personal data which we hold about you;
- the right to request that we correct 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 to retain such data;
- 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 data portability from one electronic environment to another, where data is processed by electronic means;
- the right to object to the processing of personal data in certain circumstances; your right to object to direct marketing is absolute;
- the right to be informed when automated decision making, and profiling is used and to request human intervention;
- the right to withdraw your consent to the processing at any time, where 'Consent' was our lawful basis for processing your data.
- Members can check and amend the data the Lighthouse Church holds on them, or invoke their right to be "forgotten", unless the law dictates otherwise, by visiting the church website www.lighthouse-church.org.uk and logging into to their Personal Profile area. This Profile is visible only to the Profile Holder/Member & the Church Leaders, or by application to Bob Mullins.

For further details on your rights under the GDPR/ DPA 2018, please visit the [ICO website](#).

Keeping you up to date:

We always try to ensure the data we hold is accurate and up to date. Please advise us if you change any details, such as your address, contact number, etc. so that we may update our records accordingly.

Automated decision making and profiling:

We do not use any form of automated decision making in our business.

How to make a complaint:

To exercise all relevant rights, queries or complaints, in the first instance please contact our data representative, Bob Mullins at: bobmuk@icloud.com or by phoning 02087154165.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the: [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 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, England.