

# **PRIVACY NOTICE**

## **OTFORD EVANGELICAL FREE CHURCH (OEFC)**

### **General Data Protection Regulation - How We Use Your Information**

Your privacy is important to us! We, (OEFC) are committed to safeguarding the privacy of your information (data).

#### **Why are we collecting your data?**

We collect personal data to fulfil our purposes as a church, to enable us to provide appropriate pastoral care, and to comply with the laws that require us to store or use personal data. This is known as 'legitimate interests.' When required, we may also ask you for your consent to 'process' your data.

#### **What sort of personal data are we most likely to collect?**

More often than not the information we will hold includes your contact details such as name, address, telephone numbers and email addresses. This also includes church membership lists. In some specific cases, financial information such as bank details will be stored e.g. for 'gift aid' purposes. Sometimes, medical information may be held for emergency use only. Occasionally, birth dates may also be held. We will always store appropriate information about any 'Disclosure & Baring Service' (DBS) checks that have been made about staff or voluntary helpers.

#### **Storing your data**

We hold your data only for as long as is necessary, depending on the type of information required. In doing so we aim to comply with Data Protection Legislation. We may contact you from time to time to ensure that the data we hold is accurate, up to date and to ensure that you still agree to us holding the information.

Out of date personal information and data that is no longer required, will be securely destroyed.

#### **Do we share your personal data with anyone?**

We do not share your information with others unless legally required to do so, or that you have given consent for this.

#### **Requesting access to your personal data**

Under data protection legislation you can request to see the data we hold about you. If you would like to object to any of the personal information we hold, please speak to one of the church leaders in the first instance.

#### **Updating this privacy notice**

We may make changes to this privacy notice from time to time. If any significant changes are made about the way we treat your personal information, this will be made clear.