



NEW LIFE CHURCH, CONGLETON

PRIVACY NOTICE

New Life Church, Congleton complies with its obligations under the General Data Protection Regulation (GDPR):

- by keeping personal data up to date.
- by storing and destroying personal data securely.
- by not collecting or retaining excessive amounts of personal data.
- by protecting personal data from loss, misuse, unauthorised access and disclosure.
- by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service and community for the benefit of the public in and around Congleton.
- To inform you about specific activities you have signed up to.
- To inform you of news, events, activities and services running at New Life Church, if you have asked to join our church database.
- To administer membership records.
- To manage our employees and volunteers.
- To maintain our own financial accounts (specifically in relation to the processing of gift aid).

Sharing your personal data

We share your personal data with your consent or as necessary, to enable you to take part in any activity or community you have requested or authorised. You may specifically request for certain data to be restricted, when requesting to take part in any activity or community activity. We will only share your personal data with third parties outside of the church with your explicit consent, unless required by the process of law

How long do we keep your personal data?

- We keep your personal data for as long as your involvement in New Life Church continues or as necessary, to comply with our legal, financial or safeguarding obligations.
- We retain records relating to marriages and funerals permanently.
- We retain Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate to.
- We retain volunteer forms for 6 years after ending volunteering at New Life Church.
- We retain access to the results of DBS checks indefinitely.

We will periodically review and update all our personal data records to comply with GDPR.



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 New Life Church, Congleton holds about you.
- The right to request that New Life Church, Congleton corrects any personal data if it is found to be inaccurate or out of date.
- The right to request that your personal data is erased within 30 days, unless your personal data is required to be retained by the process of law.
- The right to request that New Life Church, Congleton provides your personal data to a third party (known as the right to data portability).
- The right to lodge a complaint with the Information Commissioner's Office.

Contact Details

To exercise all relevant rights, queries, or complaints please contact in the first instance:

Phone: 01260 297961
Email: mail@nlchurch.org.uk
Post: The Church Administrator
New Life Church
Danesford Community Centre
West Road
Congleton
Cheshire
CW12 4EY

You can contact the Information Commissioner's Office:

Phone: 0303 123 1113
Email: <https://ico.org.uk/global/contact-us/email/>
Post: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF