



# Wickford Christian Centre Privacy Notice

Our hope is that Wickford Christian Centre is a place where you can experience friendship, trust and safety. We take the protection of your personal data very seriously and will do everything we can to keep it safe. This Privacy Notice explains how we use any personal data we collect from you.

## What is Personal Data?

Personal Data is any piece of information that, on its own or combined with another piece of information, can be used to identify you as an individual. This could include your name, address, email address, telephone number, or even a postcode or photograph.

## Who are we?

Wickford Christian Centre is a Pentecostal Church, in fellowship with Assemblies of God, and UK registered charity (no. 1054350) located at Crouch Drive, Wickford, Essex, SS11 8AQ.

## Why do we collect your personal data?

We will collect your personal data, where you have given us consent to use it, for the purposes below, or because we are required to do so for carrying out legal obligations in relation to Gift Aid, or under employment law or other applicable requirements such as Safeguarding.

## What personal data do we collect and how do we use it?

We will use your personal data for one or more of the following purposes, depending on what you have agreed to. People interact with us in many different ways, which will generally fall into one of the following categories:

### **Church Member/Regular Visitor**

With your consent, we collect your name, address, telephone number, email address.

- To keep you informed of Prayer Requests
- To keep you informed of Events
- To keep you informed of Activities
- To keep you informed of urgent cancellations of activities/events
- To enable a member of the Church Eldership, Church Council or Ministry Team to contact you
- To enable the Church Administrator to contact you

If you have chosen to support the church with Gift Aid, or are a Church Member, we will require your name and postal address.

With your consent, we may use photographs on our website/newsletter. Please be aware that if you subsequently remove your consent to us using your photo, we will do so but due to the nature of the Internet, it is not possible to completely delete previously published content.

For certain pastoral care reasons we may also hold the following special categories of personal data: Religious Beliefs, health, sex life or sexual orientation.

### **Attendee at one of our activities/events**

With your consent, we collect your name, telephone number, email address.

- To advise of changes or cancellations to activities/events

With your consent, we may use photographs on our website/newsletter. Please be aware that if you subsequently remove your consent to us using your photo, we will do so but due to the nature of the Internet, it is not possible to completely delete previously published content.

## Children

For children attending one of our children's groups we will collect the following information with the consent of the child's parent or guardian: Name, Address, Contact name and telephone number, Date of birth, Medical Conditions (e.g. allergies, asthma etc.) Photographs will only be taken with the prior consent of the child's parent.

## CCTV

We may take CCTV images of you when you visit our church premises for your safety, the safeguarding of others and preventing and detecting crime.

## How long do we keep your personal data?

We will keep your personal data for the length of time you continue to have regular contact with Wickford Christian Centre and in compliance with our legal obligations to HMRC. As a general rule we will keep your personal data for up to seven years after the end of your relationship with us but where we are legally able, we will delete your data sooner than this.

You can, at any time, tell us to stop using your personal data (withdraw your consent) but, this means that we will be unable to contact you for any reason.

You may also ask us to remove all of your personal data from our records (your right to erasure), however please be aware that in some instances we are legally required to keep certain information.

## Do we share your personal data?

We will never share your personal data with any other organisation unless required to do so by law.

## Future Amendments

If in the future we would like to use your personal data in a new way we will let you know and obtain your consent where necessary. This document will be updated with any changes to reflect this.

This document was last changed on 8<sup>th</sup> March 2020

If you have any queries relating to this Notice, please email [administrator@wickfordchurch.org.uk](mailto:administrator@wickfordchurch.org.uk) or write to Attn. Administrator, Wickford Christian Centre, Crouch Drive, Wickford, Essex, SS11 8AQ.