

Our Privacy Policy

1. Your personal data – what is it?

Personal data relates to any living individual who can be identified from that data. As a charity we have a duty under law to only keep relevant personal data for people, that is needed for a legitimate purpose; and to keep it safely.

2. How do we process your personal data?

We will keep your personal data up to date when you tell us it has changed; store and destroy it securely; not collect or retain excessive amounts of data and protect it from loss, misuse, unauthorised access and disclosure. We use your personal data for the following purposes: -

- To inform you of news, events, and activities we run;
- To organise rotas for events and activities we are carrying out;
- To carry out DBS checks for our children's workers, youth workers, pastoral workers and trustees;
- To record attendance, dedications, baptisms and marriages;
- To manage our employees and volunteers;
- To maintain our accounts and giving records and process gift aid applications to the HMRC;

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

We need your consent so that we can keep you informed about news, events, activities and gatherings. Processing of your data will necessary for carrying out our legal obligations in relation to Charities, Gift Aid, employment and for the legitimate interests of the Charity.

4. Sharing your personal data

Your personal data will not be shared with other members of the church without your consent. We will not share your data with third parties without your consent.

5. How long do we keep your personal data?

We retain a secure password protected database of people associated with The Exchange, those people who have attended our meetings or shown an interest in what we do or requested to keep in touch through our welcome cards or website. In addition, we retain gift aid declarations and associated financial paperwork for up to 6 years after the calendar year to which they relate.

6. Your rights and your personal data

You have the following rights with respect to your personal data: -

- Right to request a copy of your personal data which The Exchange Church, Aylesbury holds about you;
- Right to request that we correct any personal data if it is found to be inaccurate or out of date;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 for us to retain such data;
- The right to withdraw your consent to the processing of your data at any time

- 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 object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

8. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact The Exchange Church, Aylesbury by email at office@exchange.uk.net

You can contact the Information Commissioners Office by telephone 0303 123 1113 or email <https://ico.org.uk/global/contact-us/email/> or by post writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.