

# Oughtibridge Chapel “Privacy Notice”

Oughtibridge WR Chapel collects and uses information from members, regular attenders and anyone associating with the fellowship. This document tells you how, when and why we collect your personal data and how we use the information you give us.

## Personal Data – How and what we collect

When you directly contact any ‘Chapel Leader’ (see definition below) you provide personal data, even if it is only your contact information. You give this data when you volunteer to help run an activity, make a donation, share a prayer request, seek pastoral guidance or simply request information about church activities. This information maybe as simple as your email address or telephone number but could include more ‘sensitive’ data such as bank details, health issues, or personal circumstances.

## What we do with your Personal Data

We use it ...

- To inform you of meetings, events and general news about the church (and charity).
- To provide better pastoral and spiritual care.
- To ask you to help with church activities (such as rotas, volunteering and involvement at meetings and events) or to run activities where you have already volunteered to help.
- To contact you about fundraising, your donations or gift aid and to process donations and gift aid.

## How we share your Personal Data

Contact data:

Your telephone number and email address may be shared widely with other church members and volunteers in order to facilitate church activities, meetings and events. We will not share basic contact data with outside organisations without your specific permission, but others may pass it on without our knowledge. Tell us if you want your contact details to be kept confidential in all circumstances. (This may affect your participation in some church events.)

All other data:

Other than basic contact data, your personal data will not be shared outside the ‘Chapel Leaders’ except where needed for your health and safety, for safeguarding (DBS) or otherwise legally required (such as the Police or HMRC for gift aid).

## Why are we allowed to do this?

It is lawful for us to collect this data and use it for the purposes explained above because we have a ‘**legitimate interest**’ in the data in order to run the ministry of the church, better meet your needs and to keep you informed.

## Security

We do our best to protect your personal data. The only people who can access this data are Chapel Leaders (defined below) who need the information to do their tasks on behalf of the church.

The Church and Charity does not have a single, central computer or database. Data will be stored in accordance with our Data Protection Policy but may be shared across a number of personal computers belonging to Chapel Leaders.

Please remember, despite our intention to keep your data secure, this can never be guaranteed. When you submit data there is always a risk. Tell us if you do not want us to store your data.

## **Your Rights**

You have the right to

- Ask what data we hold about you.
- Request that the data or information about you is corrected or deleted
- Withdraw consent to the use or sharing of your details.

## **Chapel Leaders – Definition:**

Leadership Team, Elders, Youth Leaders, Appointed Officers (Treasurer, Secretary, Child Protection Officer, Data Protection Officer and their appointed assistants) and Volunteers with leadership responsibility.

Richard Hall  
Data Protection Officer  
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