

General Privacy Notice

HOW EMMANUEL CHURCH ("we") USE YOUR INFORMATION

Your privacy is important to us. We are committed to safeguarding the privacy of your information and to complying with Data Protection legislation.

WHY WE COLLECT YOUR INFORMATION

We collect and use your information so we can respond to enquiries, communicate with you regarding our ministries, activities, and matters related to church life and membership. We also collect and use your information to provide appropriate pastoral care and practical support when it is required, and to fulfil our purposes as a church.

THE KIND OF INFORMATION WE COLLECT AND USE

We hold personal information such as name, telephone number, address and email address. We also hold information on additional characteristics such as gender or date of birth. In carrying out the ministry activity of the church, and in providing pastoral care, we may also record information of a more sensitive nature, such as in relation to religious belief or health.

STORING YOUR INFORMATION

We will take care to store your information safely so that only people who are authorised by the church to use it are able to do so.

We will hold your data for varying lengths of time depending on what type of information it is. When we no longer need to retain information we will ensure that it is securely disposed of.

SHARING YOUR INFORMATION

We will only share your information with others if you have given us consent to do so.

The only time we will share your information with third parties without your consent is where the law requires us to do so.

YOUR RIGHTS

You have the right to see the information we hold about you, to ask for your information to be removed, to request that any errors are rectified, to restrict how your information is used and to withdraw your consent if it has previously been given.

CONTACT

If you require further information regarding Data Protection at Emmanuel Church or to request access to your information, please contact the Data Protection Compliance Manager through the church office by emailing admin@emmanuel-church.org.uk

If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office at <https://ico.org.uk/concerns/>