



## Privacy Notice

### How Nottingham Enlightening Word Church (“we”) use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

### Data Controller

Nottingham Enlightening Word Church is the data controller and responsible for your personal data. We are a Charitable Incorporated Organisation registered with the Charity Commission for England and Wales (Charity Number 1209844) and a member of the Evangelical Alliance.

### Why are we collecting your data?

We collect personal data to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law. In legal terms this is called ‘legitimate interests’. When it is required, we may also ask you for your consent to process your data. We do not share your information with others except as described in this notice.

### The categories of information that we may collect, hold and share include:

- Personal information (such as name, telephone number, address and email address)
- Characteristics (such as gender, marital status, language, date of birth)
- Special categories of personal data (such as your religious beliefs, or racial or ethnic origin)

## **Storing your data**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Details of retention periods are available in our retention policy which you can request by contacting us at Email: [dataprotection@newc.org.uk](mailto:dataprotection@newc.org.uk).

We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it.

## **Security of your data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those workers (paid and unpaid) or trustees who need to know. They will only process your personal data on our instructions.

We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO where we are legally required to do so.

## **Who do we share your information with?**

We will not share your information with third parties without your consent unless the law requires us to do so.

## **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact us by Email: [dataprotection@newc.org.uk](mailto:dataprotection@newc.org.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact us by Email: [dataprotection@newc.org.uk](mailto:dataprotection@newc.org.uk).

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Information you provide via the website**

Your privacy is important to us. By providing personal information such as your name and email address via the forms on this website, you agree to us contacting you with regard to the information you request.

Your personal information will be used solely by us.

## **Data Protection Complaints Process**

Nottingham Enlightening Word Church ("we") take your privacy concerns seriously. If you have any concerns about the way your information is being handled, please contact the Data Protection Compliance Manager ("DPCM") without delay.

We will carefully investigate and review all complaints and take appropriate action in accordance with Data Protection Legislation. We will keep you informed of the progress of our investigation and the outcome. If you are not satisfied with the outcome, you may wish to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Any complaint received by us must be referred to the DPCM who will arrange for an investigation as follows:

1. A record will be made of the details of the complaint.
2. Consideration will be given as to whether the circumstances amount to a breach of Data Protection Legislation and action taken in accordance with the Data Breach Procedure.
3. The complainant will be kept informed of the progress of the complaint and of the outcome of the investigation.
4. At the conclusion of the investigation the DPCM will reflect on the circumstances and recommend any improvements to systems or procedures.

## **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Compliance Manager (DPCM): Annie Chu

Contact Email: [dataprotection@newc.org.uk](mailto:dataprotection@newc.org.uk)