

TRINITY CHURCH LONDON

PRIVACY POLICY



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Trinity Church London (TCL), is committed to protecting your personal data and respecting your privacy. This privacy notice tells you how we look after your personal data, your privacy rights and how the law protects you.

THE DATA WE COLLECT ABOUT YOU

We may collect different kinds of personal data about you which can be grouped as follows:

- Identity data which includes your name, date of birth, marital status, gender, photographs and any other personally identifiable information you may give us.*
- Contact data which includes your home address, email address and telephone number.*
- Financial data which includes bank account details, mainly related to instructions to TCL to set up a direct debit or standing order on your behalf.*
- Social relationships which include your family and those who live in the same address as you (if they are a member or an attender of TCL).*

WAYS WE COLLECT YOUR DATA

We may collect your data from the following sources:

- When you fill out a connect card to find out more information about TCL.*
- When you receive and accept an invitation to register your details on ChurchSuite1.*
- When you make an enquiry via our website or social media platforms.*
- When you are asked to complete a DBS check in relation to a volunteer role you wish to undertake with us.*
- If you complete a giving envelope.*
- When you register for an event hosted by TCL.*



HOW WE STORE YOUR DATA

When you fill out a connect card, or make an enquiry via our website or social media platform, we will contact you to give you more information about TCL. Following the outcome of that conversation your details will either be destroyed/ deleted, or will be added onto ChurchSuite and/ or our church's WhatsApp group.

Any other information given will be used for the purpose it was intended and then destroyed or deleted. For example, the processing of your bank details to set up a direct debit order.

HOW YOU CAN MANAGE YOUR DATA

When we add your details to ChurchSuite we will send you an invitation via email to set up an account with ChurchSuite. Once you have done this you will have access to the details we hold on you. You will then be able to change the way you receive communication, to amend or delete your details at any time.

You can also leave the WhatsApp group at any time.

HOW WE USE YOUR DATA

The information you provide to us will be used:

- To send you information about events and to let you know what is happening in the life of TCL.
- To provide pastoral care.
- To send you rota reminders and any relevant information pertaining to serving on a team.
- To keep accurate and appropriate information for the correct claiming of Gift Aid through the HMRC.



WHO CAN ACCESS YOUR DATA

Those with administrative rights on ChurchSuite. At present that is the Lead Elder and the Operations manager.

Any member of TCL who has login access to ChurchSuite will be able to see the following information about you:

Name, Address, Email and Phone number.

If you wish to conceal these details you can go to the privacy option under 'my details' to change the settings. Please note that your name will always be visible.

SHARING YOUR DATA

All information we hold on you will be treated as strictly confidential. We will only share your data with third parties with your prior consent, or unless required by law.

Your rights

Under the Data Protection Act 2018, you have the right to find out what information TCL stores about you. These include the right to:

- *be informed about how your data is being used*
- *access personal data*
- *have incorrect data updated*
- *have data erased*
- *stop or restrict the processing of your data*
- *data portability (allowing you to get and reuse your data for different services)*
- *object to how your data is processed in certain circumstances*

MAKING A COMPLAINT:

If you think your data has been misused or that TCL has not kept it secure, please contact us in the first instance and tell us.

If you're unhappy with our response or if you need any advice, you should contact the Information Commissioner's Office (ICO) on icocasework@ico.org.uk or Telephone: **0303 123 1113**