

Jubilee Church life centre

Jubilee Church and Jubilee Church Conference Centre Data Protection and Privacy Policy

Jubilee Church and Jubilee Church Conference Centre is committed to a policy of protecting the rights and privacy of individuals (including volunteers, staff and others) in accordance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018.

Jubilee Church uses personal information for general church administration and value the personal information entrusted to us and we respect that trust, by complying with all relevant laws and adopting good practice. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the GDPR. This includes keeping the information accurate and up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Your privacy is protected by law. Data protection law states that we are allowed to use personal information only if we have one or more of the following reasons:

- To fulfil a contract we have with you;
- When it is our legal duty;
- When you consent to it being used.

Maintaining Confidentiality

Jubilee Church will treat all your personal data as strictly confidential and it will not be disclosed to anyone other than the Church Administrator and the Church Senior Leadership Team where required.

We process personal data to help us:

- a) Maintain our list of church members (and regular attenders);
- b) Provide pastoral support for members and others connected with our church;
- c) Provide services to the community including but not limited to Toddler Group;
- d) Safeguard children, young people and adults at risk;
- e) Recruit, support and manage staff and volunteers;
- f) Maintain our accounts and records;
- g) Promote our services;
- h) Maintain the security of our property and premises; and
- i) Respond effectively to enquirers and handle any complaints.
- j) Provide bookings within the Conference Centre

There are four exceptional circumstances to the above confidentiality statement permitted by law:

- Where we are legally compelled to do so;
- Where there is a duty to the public to disclose;
- Where disclosure is required to protect your interest; and
- Where disclosure is made at your request and with your consent.

Jubilee Church (ACM), 1-5 London Road, Grantham, Lincolnshire. NG31 6EY.

Tel: 01476 565117 **Email:** admin@jubileegrantham.co.uk

Web: www.jubileegrantham.co.uk / www.jubileeconference.co.uk

Registered Charity number: 1181444

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Your Rights and Your Personal Data

Employees, volunteers, members of Jubilee Church and other subjects of personal data held by Jubilee Church have the right to access any of their personal data held by Jubilee Church. This right is subject to certain exemptions: Personal information may be withheld if the information relates to another individual.

You also have the right to request that Jubilee Church corrects any personal data if found to be inaccurate or out of date or erased if no longer necessary for Jubilee Church to retain.

If at any stage, you wish to withdraw your consent for Jubilee Church to hold your personal data, you can do this by contacting the Data Controller on the details below.

If you wish to exercise any of your rights detailed above, please make your request in writing to;

Nicci Whittaker
Jubilee Church Data Controller
Jubilee Church Life Centre
1-5 London Road
Grantham
Lincs
NG31 6EY

Or you can email admin@jubileegrantham.co.uk

Jubilee Church aims to comply with requests for access to personal information as quickly as possible but will ensure it is provided no later than 30 calendar days following receipt of the written request. If any delays are anticipated, you will be informed in writing as soon as these become apparent detailing the reason for the delay and when you will expect to receive the information requested.

Your Right to Complain

If you are unhappy with how we have used for personal data, please contact Nicci Whittaker, Data Controller using the details above.

You also have the right to make a complaint to the Information Commissioner's Office. Information regarding how you can do this can be found on their website: <https://ico.org.uk/concerns/>

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