



DATA PRIVACY NOTICE

The Church of the Ascension Cloughfern - Diocese of Connor

Who are we?

The Church of the Ascension Cloughfern
126 Doagh Road
Newtownabbey
BT37 9QR

We are committed to the privacy of the personal information that is entrusted to us and we want to ensure you can exercise your privacy rights.

The DPP for the Church of the Ascension Cloughfern can be contacted on:

Tel: 07772704232

Email: cloughferparish@outlook.com

Personal Data – what is it?

Personal data relates to a living individual who can be identified from that data. The law in the UK – General Data Protection Regulation (GDPR) requires us to manage personal information in accordance with the new data protection principles. This Privacy notices tells you what personal information we collect, how we use it, who we share it with, your rights under GDPR, and how to contact us with questions or concerns.

What personal information we may hold about you?

We use a wide range of personal information about you that we have put into the following categories:-

- **Contact Information** – we will use to make contact with you and where you live;
- **Transactional Information** – relating to payments, credit and debit payments;
- **Disclosure Checks** – information relating to checks completed on individuals within the church who work with children and vulnerable adults;
- **Course and Event Management** – information relating to attendance at conferences, courses or special events;
- **Giving/Gift Aid** – information relating to money given to the church and where relevant our engagement with the HMRC to claim back tax via the gift aid process.



How do we process your personal data?

Cloughfern Parish complies with its obligations under GDPR by keeping personal data 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 data.

We use your personal data for the following purposes:-

- To administer membership records, including financial records;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running in Cloughfern Parish;
- To provide pastoral care, support, teaching and challenge for you in accordance with Christian teaching;
- To help us organise rotas, small groups and to communicate with you; and
- To share your contact details with the Diocesan office so that they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested;

What is the legal basis for processing your personal data?

We will collect and handle your personal information either with your consent or because it is necessary for us to do so for the legitimate interests listed above.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with the Select Vestry in order to carry out a service to other church members or for purposes connect with the church. We will only share your personal data with the following:-

- Select Vestry;
- Diocesan Office; and
- Banks and other debit/credit card providers when managing payments or refunds.

We will never sell your personal information to third parties.

How long will we retain your personal information?

We will continue to hold your personal information for as long as you wish to maintain a relationship with us. You also have the right to ask us to delete your personal information if you believe we no longer have a valid reason to continue holding it.



Your rights under GDPR

You have the following rights under the current Data Protection legislation:-

- The right to request that we correct any personal information if it is found to be inaccurate;
- The right to request that your personal information is erased where we no longer have a valid basis to continue processing it;
- The right to withdraw your consent to us processing your personal information;
- The right to object to the processing of personal information in certain limited circumstances; and
- The right to lodge a complaint with the Information Commissioner Officer.

Contacting us about privacy concerns

If you have a privacy concern regarding the Church of the Ascension Cloughfern please contact:

The Minister in Charge / DPP on:

Tel: 07772704232

Email: cloughfermparish@outlook.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/>