

DATA PRIVACY NOTICE

The Trustees of Stour Valley Vineyard Church

Our Purpose

At Stour Valley Vineyard Church our vision is to gather people from the towns and villages along the Stour Valley and to introduce them into a relationship with Jesus. To grow them as his disciples and to send them out to gather more people into a relationship with him.

Your Privacy

Your privacy is very important to us and so we are committed to protecting it. We aim to be as clear as possible about how and why we use the personal data you give us, so if our privacy policy doesn't fully answer your questions then please contact us by using the contact details at the bottom of this page.

Compliance with the current data protection legislation underlies everything we do when it comes to handling your information.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Stour Valley Vineyard Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The trustees of Stour Valley Vineyard Church comply with their obligations under the "GDPR" by keeping personal data up to date; by storing it securely; by ensuring that appropriate technical measures are in place to protect personal data ; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and. by destroying it securely when the data is no longer being retained.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of Stour Valley Vineyard Church;
- 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 at Stour Valley Vineyard and other national, regional or area Vineyard events;

4. What is the legal basis for processing your personal data?

- So that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about Stour Valley Vineyard and other national, regional or area Vineyard events – given your explicit consent (as the data subject).
- When processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by Stour Valley Vineyard Church as a not-for-profit body with a religious aim and : -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

6. How long do we keep your personal data?

Specifically, we retain data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Stour Valley Vineyard Church holds about you;
- The right to request that the trustees of Stour Valley Vineyard Church corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Stour Valley Vineyard Church to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]

- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact The Chair of Trustees, Vineyard Centre, Tudor Road, Sudbury, Suffolk, CO10 1NP.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.