**CHURCH OF GOD (SEVENTH DAY) DATA PRIVACY POLICY**

This policy sets out how we will collect, use, store, disclose and de-identify your personal 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?**

The Church of God (Seventh Day) 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 Church of God (Seventh Day) complies with its obligations under the “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 personal data.

We use your personal data for the following purposes: -

* To enable us to provide a voluntary service for the benefit of our members and the public in a particular geographical area as specified in our constitution; including the spreading of the gospel of Jesus Christ;
* To administer membership records;
* To fundraise and promote the interests of the charity;
* To manage our employees and volunteers;
* To maintain our own accounts and records (including the processing of gift aid applications);
* To inform you of Conference news, events, activities and services;

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

The Church of God (Seventh Day) is a not-for-profit charitable organisation that is dedicated to communicating the message of the Gospel in the UK and throughout the world. This means we embark on a number of different ways to develop and implement Christian services into communities which are in need of a healthy, loving local church. This would include implementing new church initiatives and services, conferences, resource dissemination, children and youth programs, men and women ministries and being involved in our local and international aid initiatives to help people with acute needs from many different countries and cultures.

We collect information about people so as to allow us to communicate with them, introduce them to our organisation, promote the Gospel to them, pray and provide other Christian services to them and inform them of the work we do.

We do not use the information in any way other than in the furtherance of our objects and purposes.

We might also use your information for the following purposes:

* for the immediate reason for which you have provided it to us (for example, to enable us to process your request, payment, donation, registration at events, etc);
* to maintain contact with you about our work, to report to you about our work, or to encourage you to learn about what we do; and
* any other purpose directly related to our work and for which you have provided consent (where it is required by law).

**5. Sharing your personal data**Your personal data will be treated as strictly confidential and will only be shared with your consent to other members of the church in order to carry out a service to you. We will not disclose the above information that we collect to affiliates or third parties without your consent.

**6. How long do we keep your personal data[[1]](#footnote-1)?**Specifically, we retain membership information while it is required to provide a service to you; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and church registers (baptisms, marriages, funerals) permanently. We keep visitor details for only as long as we have your consent to do so.

We will destroy personal information once there is no longer a legal, charitable or business need for us to retain it.

**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 the Church of God (Seventh Day) holds about you;
* The right to request that the Church of God (Seventh Day) 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 Church of God (Seventh Day) to retain such data;
* The right to withdraw your consent to the processing at any time
* 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 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 Policy, 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.

Our privacy notice should be read in conjunction with our other policies which make reference to personal data, including our Safeguarding Policy, Health & Safety Policies, and IT Policies.

**9. Contact Details**

|To exercise all relevant rights, queries of complaints please in the first instance contact the, GDPR Administrator at The Church of God (Seventh Day) at email [conferencesecretary@cog7thday.org.uk](mailto:conferencesecretary@cog7thday.org.uk)

We will aim to respond to you within 28 days of receiving your request. If we’re not able to help with your request, you will receive a written explanation as to why.

**10. Cookies and links to other websites**

When you visit our website a record of your visit is logged. The following data is supplied by your browser:

• Your IP address and/or domain name;

• Your operating system (type of browser and platform);

• The date, time and length of your visit to the website; and

• The resources you accessed and the documents you downloaded

This information is used to compile statistical information about the use of our website. It is not used for any other purpose. If you do not want ‘cookies’ to be used please adjust your browser settings to disable them.

**11.** **Links to other websites**

Our website may contain links to third party websites, and third-party websites may also have links to our website. Our privacy policy does not apply to external links or other websites. The operators of other websites may collect your personal information. We encourage you to read the privacy policies of any website you link to from our website.

1. [↑](#footnote-ref-1)