

# *Almondbury with Farnley Tyas Parish*

## *Sharing the love of Christ in the community*

### **Data Protection Compliance Privacy Notice**

Almondbury with Farnley Tyas Parish is committed to protecting and respecting your privacy. This Privacy Notice sets out our commitment to processing the personal information you give us lawfully and safely.

To reassure you, we will never sell, trade, or rent your details to a third party. We will not use your data to find out more about you or to profile our supporters in any way.

We want to make it clear why, when and how we handle your data. We will only use the data you have given us for the purposes you would expect:

- 1) To make sure appropriate records are stored about your involvement and support of our church
- 2) Supporting your access to our services i.e. registration form / consent form
- 3) To inform you of any training, events or volunteering activities where you can get involved
- 4) Administering your financial giving and support.
- 5) Promotion of our church groups on Social media

#### **What information we hold**

- 1) Basic contact information – including name and address, phone number, email address where you have consented to these having been given to us in the normal course of our work
- 2) Financial supporters – a copy of your financial information and HMRC Gift Aid Declaration
- 3) Personal data on your children may include your consent to attend an activity, details of allergies, special needs, dietary requirements

#### **How we use your data**

- 1) To inform us of your wishes / consents
- 2) To prepare and plan events, sessions and activities
- 3) To comply with any lawful process with a relevant authority

#### **We will be vigilant about safeguarding your data by keeping it stored in the following ways**

- a) Digitally – on a computer system with a Password / Encrypted protection.
- b) Hard copy paperwork – in a lockable filing cabinet in a secure office

#### **It is your choice how we use your data.**

You have the right to ask to us to change or remove completely any personal information or data whenever you choose. You have the right to be informed, to have access, to rectify and for your data to be forgotten.

We will review the data we hold every 12 months and ensure we still need to keep it.

We encourage you to read this notice carefully and if you would like any further clarification or are concerned about the way we have handled or store your data please contact our Data Protection Officer, Linda Smith, who will be happy to help ([linda.smithhesp@outlook.com](mailto:linda.smithhesp@outlook.com))