

South East Gospel Partnership

PRIVACY NOTICE

Role holders are defined as those with responsibility for processing data about any individuals in connection with South East Gospel Partnership (SEGP). SEGP Committee Members, SEGP Administrator and SEGP Volunteers.

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by *[the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the "GDPR" and other legislation relating to personal data and rights such as the Human Rights Act 1998)]*.

Who are we?

The South East Gospel Partnership exists to glorify God through growing gospel ministry in the South East region and contending for Biblical Christianity.

We are committed to growing gospel ministry by:

- Strengthening existing local churches as we renew our gospel vision and Biblical foundations
- Training members of existing congregations for a wide range of gospel ministries in the local church
- Encouraging suitable gifted men and women to consider going into full time gospel ministry
- Promoting schemes for ministry trainees (apprentices)
- Starting congregations in areas where gospel ministry is weak or non-existent

We are committed to contending for Biblical reformed Christianity in our various denominations/federations by:

- SUPPLYING information and assistance related to issues within our denominations/federations
- ARRANGING regular opportunities for Church leaders to meet for mutual support, encouragement, prayer, and ongoing ministry training
- SUPPORTING like minded partnerships in the UK

The Committee: Jonty Allcock, Iain Broomfield, Stuart Cashman, Richard Coekin, Charles Dobbie, Jonathan Dowds, Richard Hagan, Jon Hobbs, Gareth Lewis, Brian O'Donoghue, Nick McQuaker, Orlando Saer, John Samuel, David Skull, Simon Smallwood and William Taylor

How do we process your personal data?

The data controllers will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes (for example some of the role-holders are volunteers and no financial information will be processed for these role holders): -

- To seek your views or comments;
- To notify you of changes to our services, news, events and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about conferences, events, training, church planting, vacancies, apprenticeships and general news from across the South East Gospel Partnership;

What data do the data controllers listed above process?

- Names, titles, and aliases, photographs.
- Contact details such as telephone numbers, addresses, and email addresses.

- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, IP addresses and website visit histories.
- The data we process is likely to constitute sensitive personal data because, as a church organisation, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data (as defined here by the ICO <https://goo.gl/rHo6Zt>) where it is required by statute.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party. We will always take into account your interests, rights and freedoms.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with

- Our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software;

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you
 - At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information, and where we obtained the information from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
2. The right to correct and update the information we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your information erased
 - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
 - When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
4. The right to object to processing of your data
 - You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights

or to bring or defend legal claims.

5. The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
7. The right to object to the processing of personal data where applicable.
8. The right to lodge a complaint with the Information Commissioners Office.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

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.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our webpage www.segp.org.uk and can also be obtained from info@segp.org.uk. This Notice was last updated in **May 2018**.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, SEGP C/O St Helen's Church Office, Great St Helens, London EC3 6AT

Email: info@segp.org.uk

Phone: 020 7283 3121

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, Wycliff House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

