



Jubilee Church London Privacy Policy

At Jubilee Church London, we are committed to protecting your privacy. The following policy outlines the way that we collect data and how we use the data we collect. This policy will enable you to maintain control over your personal information and decide what information we keep about you if any.

The following policy describes personal data and how we will process it in compliance with the General Data Protection Regulation ("GDPR").

Who are we?

Jubilee Church London is the 'data controller', deciding how your personal data will be processed and for what purposes. You can contact us during office hours if you have any queries about your personal data or how it is used.

What is personal data?

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. GDPR governs the processing of personal data.

How do we process your personal data?

Jubilee Church London 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 personal data.

All personal data stored by Jubilee Church London is maintained via ChurchSuite - our secure database.

What is our legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your donations
- Processing is necessary for legitimate interests in running and promoting the church

Article 6 Para 1(f) of the GDPR gives us a lawful basis for processing data where;

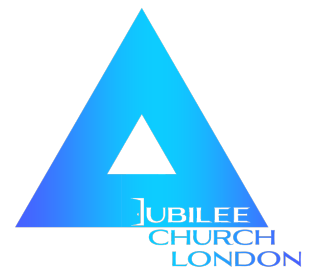
"Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child"

Under Article 9 Para 2(d) of the GDPR we are permitted to process sensitive data when it is; "carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes"

The legitimate activities are outlined below:

We use your personal data for the following purposes: -

- For the pastoral team - to provide pastoral care to attendees of Jubilee Church London;
- For staff administrators; to manage our employees and volunteers;



- If you are a Jubilee Church London member, to administrate your records and assist your growth in the church by becoming more connected within areas such as Small Groups and various serving teams;
- To inform individuals of news, events, activities and services running at Jubilee Church London;
- If you volunteer, to manage and send out rotas;
- If you join a small group, details will be given to your group leader;
- If your child/children attends any of our kids or youth ministries, emergency contact and safeguarding purposes;
- For programmes you have signed up for, to keep you updated of any practical aspects or related information;
- For special services, events or groups that we feel may be relevant for you;
- To maintain our accounts and records (including processing gift aid applications).
- At any time when we are required by law to keep/store personal information, we will hold your data in line with current Government law/regulations. This can be electronically via ChurchSuite, or whatever means may be relevant at the time.

Will we share your personal data?

Your personal data will be treated as strictly confidential and shared only with Jubilee Church London employees and select volunteers. We will only share your data with third parties outside of the church with your consent if legally required to do so or if it's necessary for legitimate interests in running the church. We will not sell your personal data or allow it to be sold to any third parties.

How long do we keep your personal data?

We can only keep your personal data with your consent. If at any time you would like Jubilee Church London to amend or delete data held on ChurchSuite on your behalf, please contact us on 020 8363 1324 during office hours, or email us on info@jubileechurchlondon.org. If you have left Jubilee Church London or no longer wish to be communicated to, you have the right to remove your data or request for us to remove your data on your behalf.

Specifically, we retain volunteer data, donation records, gift aid declarations and associated paperwork in-line with current legislation or recommended "best practice". This could be up to 6 years in some cases, e.g. gift aid.

What rights do you have regarding your personal data?

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

- The right to request a copy of your personal data that Jubilee Church London holds about you;
- The right to request that Jubilee Church London corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data be erased where it is no longer necessary for Jubilee Church London to retain such data;
- 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;
- The right to access and amend or delete your personal data at any time.

What methods will be used when processing your data?

Automated Processing will be used from time to time to help us understand the needs of the church, event planning, managing and reviewing data, provide better pastoral care and help us meet various legal requirements.



Further processing will only be used if we wish to use your personal data for a new purpose not covered by this Data Protection Notice. Where this occurs, we will provide you with a new notice explaining this new use before commencing the processing - setting out the relevant purposes and processing conditions. We will seek your consent to the new processing where and whenever necessary.

Who should you contact if you have any queries relating to your personal data?

To exercise all relevant rights, queries or complaints, please in the first instance contact the data protection officer (José Soares) at jose@jubileechurchlondon.org

You can also contact the Information Commissioners Office on 0303 123 1113 or via email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Website Cookies

The Jubilee Church London website uses cookies to improve your user experience. You can find out more about how these are used and how you can disable the use of cookies by referring to our Cookie Policy online.

Changes to Privacy Notice

From time to time, we will make changes to this statement if required, to keep it up to date and relevant. Otherwise, the policy will be reviewed on an annual basis Please make sure you check regularly to see what's changed.

A copy of Jubilee Church London policy can be found on our website - <https://jubileechurchlondon.org/>

Signed: _____ Tope Koleoso _____ - Chair of Trustees

Date: _____ 23 Feb 2023 _____