



DATA PRIVACY NOTICE: Liberty Church Swansea: Created April 2021

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?

Liberty Church, Swansea 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?

Liberty Church, Swansea 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:

- provide pastoral support through phone calls, texts, mail and visitation for members and others connected with our church;
- connect you with Leaders of groups that you have joined. E.g., Be Groups;
- inform you of news, events, activities and services at or connected with Liberty Church Swansea;
- safeguard children, young people and adults at risk;
- maintain our own financial records of giving for audit and tax purposes, and for claiming gift aid where consent has been given;
- maintain records and monitor attendance of church members and regular attenders;
- provide services to the community including Toddler Group, Kids Club, etc;
- recruit, support and manage staff and volunteers;
- gain a better understanding of church demographics through statistical analysis, and how we can better serve our community;
- provide statistical data for grant applications;
- contact you regarding your children, and information that is relevant to them;
- promote our goods and services;
- maintain the security of property and premises;
- respond effectively to enquirers and handle any complaints.

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

Legitimate Interest is the basis for Liberty Church to process the data necessary for church members/attendees, enabling us to provide a service benefiting our church community and the wider communities that we are part of.

It is in the **vital interests** of Children and their families that we collect and process data for them and their parents in order to maintain their safety and to be able to contact parents in case of an emergency.

Processing is necessary for carrying out some legal obligations such as in relation to Gift Aid. This includes keeping records of giving from UK Tax Payers.

Public Task is the legal basis for maintaining permanently records of marriages, baptisms and funerals.

Consent is the legal basis for processing data of guest, visitors, new arrivals and also for certain communications to church members and regular attenders – such as fund-raising communications.



Liberty Church currently utilises the following Data Processors: ChurchSuites, Zoho Mail, Xero, EasyBooks and Dropbox for tasks such as: administration of data, email services and financial / book-keeping services etc.

- the processing relates only to members, former members, regular attenders or givers (or those who have regular contact with Liberty Church 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 leaders of groups that you sign up for e.g., Be Groups, and with other members of ministry teams that you join. E.g., Members of the Children's Ministry Team rota. We will only share your data with another individual with your consent.

6. How long do we keep your personal data?

We keep personal data for a period of 6 months. If we haven't heard from you (or seen your engagement at Liberty events) for a period of 6 months, despite several attempts to connect with you, we will assume that you no longer wish to be a part of Liberty Church and will remove your personal data from our database. Specifically, we retain membership 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; and registers of baptisms, marriages, and funerals permanently.

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 Liberty Church Swansea holds about you;
- The right to request that Liberty Church Swansea 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 Liberty Church Swansea 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.
- 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.
- 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: Data Controller

Liberty Church Offices, Siloh Chapel, Pentre-Treharne Rd, Landore SA1 2PN
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