



General Data Protection Regulation (GDPR) Policy  
Strings Of Life Christian Ministry (SOL)  
Leeds Chinese Gospel Church (LCGC)

SOL is an independent, “not for profit” Christian organisation, registered and regulated by the Charity Commission in the UK. Known as LCGC, we organise Sunday services, meetings and events to praise and worship God and we are committed to helping others become committed followers of the Lord Jesus Christ.

The church is governed by a board of committees who decide how your personal data is processed and for that purposes.

This is our policy which informs you how and why we process your personal data.

**What we collect and record about you?**

We believe the scriptural teaching that a church is a body of individuals whose members share a common faith in the Lord Jesus Christ as their Saviour, rather than the buildings. Within our normal day-to-day work, we undertake various administrative functions and as part of this we naturally collect and use information about our church members and other people who we come into regular contact with. This includes membership lists, rotas, attendee lists for Sunday services, youth and children groups, fellowship meetings, outreach and welcoming events, and prayer emails.

SOL complies with its obligations 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 measures are in place to protect personal data.

**We use your personal data for the following purposes:**

- To administer attendance of meetings
  - We hold contact details (such as names, addresses, telephone numbers and email addresses), personal details (such as gender, date of birth, marital status), emergency contact details, religion belief, baptism status and attendance records of our church members and non-church members who attend to our meetings.
  - These data are used for informing you about our meetings; and for our administrative purposes, such as organising our meetings and administering our membership record.
- To manage our employees and volunteers.
- To maintain our own accounts and financial records (including the processing of gift aid applications).



- Where we are required to for legal purposes. This includes securely maintaining safeguarding records (please see our Safeguarding Policy Documents for more details) and for health and safety records such as incident books.

## **Sharing your personal data**

Your personal data is treated as strictly confidential. Church Member details will only be shared with other members of the church in order to provide a service to all church members for purposes connected with the church. We do not share your data with external third parties outside of the Church except where there is a specific contractual or legal obligation. We never share any data for the purposes of Direct Marketing; by us or by any other parties. To the best of our knowledge, we do not share data with any overseas organisations.

## **How long do we keep your personal data?**

“Statutory” data such as employment, gift aid declarations and other such associated paperwork is kept for up to 6 years after the calendar year to which they relate.

“Transient” Data regarding meeting attendees is only kept for up to 2 years since the last attendance of the attendees.

“Ongoing” Data such as members details contained within Membership Directory is held for as long as an individual remains a member of the church.

## **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 SOL holds about you;
- The right to request that SOL 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 SOL 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 object to the processing of personal data, where applicable and in accordance with ICO regulations;
- The right to lodge a complaint with the Information Commissioners Office.



Strings of Life  
Christian Ministry

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### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this GDPR 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.

This policy was last reviewed and updated on: 07<sup>th</sup> March 2020

Issued by the Board of Committee of Strings Of Life Leeds Chinese Gospel Church.