

# Christ's Body The Church

## PRIVACY NOTICE

We understand that those who wish to be part of the Church care about the use and storage of their personal information and we value your trust in allowing us to do this in a careful and sensible manner. We have created this privacy notice in order to demonstrate our commitment to the privacy of the members.

### **What Information We Collect?**

When you wish to join the Church or make a Donation for one of our publications, we will collect some of your personal information, to make sure we have everything we need to make the most of what we offer. We use this information for administration of what you have asked for.

### **Who Are We?**

We are a Church Organisation called Christ's Body the Church who gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and their obligations, and explains how, why and when we will process your personal data.

Malcolm Evans, Dove House, Dove Lane, Wickham Skeith, Eye, Suffolk, IP23 8FB

### **Information That We Collect**

We process your personal information to meet with legal and statutory obligations and to provide you what you have asked for. We will never collect any unnecessary personal data from you and will not process your information in any way, other than as specified in this notice.

### ***The personal data that we may collect from you is:-***

- Name
- Address
- Email
- Landline Number
- Mobile Number
- Publication Purchase Information

### ***We may collect this information in the following ways***

- Email via website
- Private Message via Social Media
- Personal Email
- Telephone
- In Person
- In Writing

Your personal data is stored on a personal computer if it has arrived via email, otherwise it will be recorded in a hardback book that is kept in the office desk both of which are stored securely in our private office.

## **How Will We Use Your Personal Data? (*Legal Basis for Processing*)**

We take your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law.

## **Your Rights**

You have the right to access any personal information that we process about you and to request information about:-

- What personal data we hold about you
- The purpose of the processing
- The categories of personal data concerned
- How long we intend to store your personal data for

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection laws.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

## **Sharing and Disclosing Your Personal Information**

we do not share and or will not disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

## **Safeguarding Measures**

We take your privacy seriously and will take every reasonable measure and precaution to protect and secure your personal data. We will work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction.

## **Lodging a Complaint**

We only process your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how they have handled your information, you have the right to lodge a complaint with the supervisory authority.

Information Commissioner's Office

Wycliffe House, Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Email: [registration@ico.org.uk](mailto:registration@ico.org.uk)

Website:- [ico.org.uk](http://ico.org.uk) / Fax: 01625 524 510