**PRIVACY POLICY**

This privacy notice explains the information used by New Life Church Bishop’s Stortford and our website: www.nlchurch.co.uk

For further information read our Data Protection Policy and Policy on your Rights in Relation to your Data.

This privacy notice only refers to information collected by NLC.

This notice describes:

* What personally identifiable information is collected from you through our forms, communications and website;
* What choices are available to you regarding the use of your data;
* The security procedures in place to protect the misuse of your information;
* How you can correct any inaccuracies in the information.
* Information Collection, Use, and Sharing.

We are the sole owners of the information collected on our website and on our school Enrolment Form.

We only have access to information that you voluntarily give us via email through our online forms or other direct contact from you. We will not sell or rent this information to anyone. We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfil your request.

***Your access to and control over Information***

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via email: newlifechurch.stortford@gmail.co.uk

• See what data we have about you;

• Change/correct any data we have about you;

• Ask us to delete any data we have about you;

• Express any concern you have about our use of your data.

***Security***

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

While we protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. The computers/files in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via: newlifechurch.stortford.co.uk

***What information do we collect and why do we use it?***

You will be asked for your name, nationality, date of birth, contact details and medical emergency contacts.

You may also be asked for your passport or visa details if required, and specific medical and dietary information regarding your study needs.

During church activities, photographs may be taken of members. Photos may be used on our managed social media pages and marketing materials.

All your personal information and photos will be kept securely and only used:

* To enrol you in our church,
* To process transactions,
* To officially promote NLC.

New Life Church Bishop’s Stortford requires permission to use this information, or any photographs taken of you. You may request this data at any time or tell us to remove it from our school records unless it is kept for legal reasons.

We will ask you if you accept this privacy policy on our Enrolment Form. This can be withdrawn at any time.

If you have any questions, please contact us:

*New Life Church Bishop’s Stortford*

*16 Highfields*

*Saffron Walden*

*Essex CB10 2AD*

*+44 07414 636 976*

*newlifechurch.stortford.co.uk*

***Data Protection Statement***

**What do we use your information for?**

Any of the information we collect from you may be used in one of the following ways:

To personalise your experience (your information helps us to better respond to your individual needs).

To improve our church (we continually strive to improve our programmes based on the information and feedback we receive from you).

To complete financial transactions.

Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than to personalise your experience (church, social programme, accommodation if agreed) or officially promoting of NLC.

To administer our health & safety records.

To reply to emails.

To be able to act appropriately in cases of emergencies.

**Your personal data – what is it?**

Personal data is information which can be used to identify you.

Identification can occur because of data controlled by NLC.

The processing of personal data is governed by the General Data Protection Regulations, GDPR.

New Life Church Bishop’s Stortford may collect and store:

Date of birth; contact details; nationality; gender; emergency phone number; payment information; passport and visa details (if required); medical conditions, special needs, allergies, and any requirements you state; test and examination results, photos and videos.

**Who are we?**

New Life Church Bishop’s Stortford is the data controller. This means NLC decides how and why your personal data is used and kept.

**How do we process your personal data?**

New Life Church Bishop’s Stortford complies with 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 and share your personal data for the following purposes:**

* To provide our administration team with relevant information to successfully enrol students on our language courses.
* To help our staff place members in a class at the correct level.
* To process financial transactions operate by the church.
* To maintain our files.
* To maintain our health and safety records.
* To maintain our own financial accounts and records.
* To meet our charity requirements.
* To promote the and communicate with members regarding events and news.

**What is the legal basis for processing your personal data?**

These fall under either article 6 or article 9 – dealt with separately below:

**Article 6 of GDPR- Lawfulness of processing**

With the consent of the data subject

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract (see terms and conditions)

Processing is necessary for compliance with a legal obligation (financial records are kept to meet our obligations, member records are kept for requirements and authorities when required)

Processing is necessary to protect the vital interests of the data subject or another person (health and safety obligations)

Processing is necessary for the legitimate interests of the data controller except where such interests are overridden by the interests, rights or freedoms of the data subject (to promote the church and communicate information to members)

**Article 9 of GDPR- Processing of special categories of personal data**

Explicit consent of the data subject

Processing is necessary for reasons of substantial public interest on the basis of EU or Member State law (health and safety records)

Processing is necessary for the smooth operation of any insurance policies

Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes (enrolment information)

**Sharing your personal data**

Your personal data will be treated in the strictest confidence and will only be shared with relevant staff of NLC, to meet its legal requirements or, where applicable, with trusted partner organisations providing services such as social programme activities, medical care, or immigration services. We will only share your data with other third parties with your express consent.

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

In order to meet our operational obligations there is no time limit on how long we keep your personal data, unless you request your data to be removed from our system.

**Your rights and 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 which NLC holds about you;

The right to request that NLC 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 NLC to retain such data;

The right to withdraw your consent to data processing at any time;

The right to request that the data controller provides the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);

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), unless required for legitimate or legal reasons;

The right to lodge a complaint with the Data Protection Officer.

**Interaction with External Social Networks and Platforms**

This type of service allows interaction with social networks or other external platforms directly from their pages. NLC has a Facebook page, and occasionally images of members, activities and publicity for the church are used on this platform.

The interaction and information obtained through this Website are always subject to the User’s privacy settings for each social network.

This type of service might still collect traffic data for the pages where the service is installed, even when Users do not use it.

Facebook Like button and social widgets (Facebook, Inc.)

The Facebook Like button and social widgets are services allowing interaction with the Facebook social network provided by Facebook, Inc.

Personal Data collected: Cookies and Usage Data.

Place of processing: US – Privacy Policy.

**Transfer of Data Abroad**

Your personal data may only to be transferred to countries or territories outside the EU with your express consent if required, for propaganda material purpose only (images).

**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.

**Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact Gary Pattenden at:

New Life Church Bishop’s Stortford

16 Highfields

Saffron Walden

Essex CB10 2AD

UK

+44 07414636976

Or

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

+44 01625 524 510