

## **Emmanuel Chinese Church Privacy Notice**

How Emmanuel Chinese Church (“we”) use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

### **Why are we collecting your data?**

We collect personal data to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law regarding data sharing. In legal terms this is called ‘legitimate interests’. When it is required, we may also ask you for your consent to process your data. We do not share your information with others except as described in this notice.

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party such as other organisations where we have a partnership or agreement. An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you or on your behalf, or to take steps to enter into a contract.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

### **We use your personal data for some or all of the following purposes:**

- To maintain our own accounts and membership records;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, baby dedications, weddings and funerals;
- To deliver the Church’s mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public;
- To fundraise and promote the interests of the Church and charity;
- To process any donations that you have made or make (including Gift Aid information);
- To seek your views or comments;
- To notify you of changes to our services, events and role holders;
- To send you communications which you have requested or that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
- To process a grant or application for a role;
- To enable us to provide a voluntary service for the benefit of the public;

## The categories of information that we may collect, hold and share include:

- Personal information (such as name, title, alias, photographs, etc.)
- Contact details such as telephone numbers (include mobile phones), addresses, and email addresses;
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information or characteristics such as gender, language, nationality, country of birth, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you make donations or pay for activities such as financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data, data concerning sexual orientation and criminal records, fines and other similar judicial records.

## Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. We may contact you to check that the information we are holding is accurate and that you agree to us holding it.

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

## Who do we share your information with?

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our data processors, agents, servants and contractors. For example, we use Google for email management, website analysis. We use iKnow church for administration management. We use web hosting company for website management.
- Other ministry leaders or lay leaders nominated or licensed by Emmanuel Chinese Church.
- Other persons or organisations operating with Emmanuel Chinese Church.
- On occasion, other churches with which we are carrying out joint events or activities.



## Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact Dennis Fong, whose contact information is listed at the end of this notice.

You also have the right to:

- contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- to withdraw your consent to the processing at any time for any processing of data to which consent was sought. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below)
- to lodge a complaint with the Information Commissioner's Office; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

## Further processing

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

## Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our website [ecclondon.com](http://ecclondon.com). This Notice was last updated in May 2018.

## Contact:

If you would like to discuss anything in this privacy notice or if you like to have further information on how your information is used, how we maintain the security of your information and your rights to access information or we hold on you please contact:

Dennis C. Fong, Emmanuel Chinese Church, 2<sup>nd</sup> Fl., 29 Gerrard Street, W1D 6JW  
Tel: 0207 434 0981 Email: [admin@ecclondon.com](mailto:admin@ecclondon.com)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.