

Data Protection Policy.

There are various laws that govern how we collect and use information. Harbour Lights Church is committed to keeping your data safe.

Under the legislation, you have certain rights: • The right to be informed how your personal data is processed • The right of access to your personal data • The right to edit and update your personal information • The right to have your personal information deleted • The right to restrict processing of your personal information • The right to object • The right to lodge a complaint with a supervisory authority Tel: 0303 123 1113 Website: www.ico.org.uk

This document lets you know how, when and why we collect data and how we use it. How we collect data. We only collect data from people we are connected to (i.e. we do not buy in data lists). When you give us your personal details, we save it and use it to communicate with you. Personal details means things like your name and contact details and interests that relate to Harbour Lights Church's activities.

You give us this information when you: • Sign up online to request information. Give us your details personally. Complete the Welcome card at one of our events or services. Or are in correspondence with us.

We will only keep this information where it is relevant to your interaction with us. Harbour Lights Church also collects and holds information about the contact you make and activities you take part in, such as: • Direct Debit details where applicable • Gift Aid status • Any other information provided by yourself that is relevant to your relationship with us • Volunteering with us

We may process the personal information you provide to support our legitimate interest in delivering the best service we can as Harbour Lights Church. Or because you have given specific consent or we have a legal obligation. All our emails and mailings include the option to opt-out of further communications should you wish to do so.

We use the information to: • Give you news about our church, our activities and events • Ask for financial, and non-financial (such as volunteering), support • Manage financial transactions, including processing gift aid applications • Provide information, such as newsletters, or packs that you've asked us for • Keep records of your relationship with us, such as when you've asked us a question, for information, or had a complaint. It is our policy not to sell, trade or rent your personal information to anyone.

The security of your information is very important to us. We ensure that there are appropriate controls and procedures in place to protect your personal details. However, despite all the security and protection we put in the place, the internet is not 100% secure and when you submit data to us, it is always at risk. We do all we can to protect your personal data, and this includes having the right technology.

When we receive your information, we ensure that it is securely stored and only accessed by those authorized to do so.

We'll only keep your personal information for as long we need to fulfill the function that it relates to, or as long as is required by law. For example, HMRC requires us to keep donation, Gift Aid and financial transaction records for seven years.

If you request that we stop sending you marketing or fundraising information, we will keep a record of your contact details and appropriate information to enable us to comply with your request.

You can ask us if we are keeping any personal data about you and can request to receive a copy of that personal data – this is called a Subject Access Request. To make a Subject Access Request you will need to provide adequate proof of identity such as a copy of your passport, birth certificate or driving license before your request can be processed. Contact the church Pastor in order to begin the process.

If you want to change what we send you or how we contact you e.g. by email instead of by post, or make any updates/corrections to your information you can do so by either: • Writing to us, or emailing: office@harbourlightschurch.com•

We may make changes to this Privacy Policy from time to time. Any changes made will be posted to this page. This privacy notice was last updated on 19th September 2018.