

Privacy Notice

Waypoint Church
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Charity No. 1168433

Waypoint Church as Data Controller, is committed to protecting personal data and respecting the rights of our data subjects, the people whose personal data we collect and use. We value the personal information entrusted to us and we respect that trust by complying with all relevant laws and adopting good practice.

We process personal data to:

- a) maintain and inform our lists of church members, regular attenders and other connected with our church;
- b) provide pastoral support for church members, regular attenders and other connected with our church;
- c) provide services to the community;
- d) safeguard children, young people and adults at risk;
- e) recruit, support and manage volunteers;
- f) maintain our financial accounts and records;
- g) maintain the security of property and premises;
- h) adhere to legal requirements for weddings;
- i) adhere to legal requirements for funerals;
- j) manage rental of rooms on our premises;
- k) organise mission trips;
- l) provide a Debt Advice service;
- m) provide marriage support;
- n) promote our services;
- o) fulfil statutory requirements.

We process special or sensitive personal data to:

- a) document ethnicity, gender; religion, political opinions, sexual life;
- b) accommodate dietary requirements;
- c) accommodate health, medical and disability needs;
- d) accommodate special educational needs.

Personal data we may collect from you includes:

- a) names, titles, aliases;
- b) contact information including addresses, telephone numbers, email addresses;
- c) family members names;
- d) children's ages;
- e) photographs, video (additional consent may be required);
- f) age, date of birth, nationality, marital status, nationality, education/work histories;
- g) financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers;
- h) income;
- i) Passport number;
- j) creditors if you access our Debt Advice Service;
- k) records of your interactions with us such as telephone conversations, emails and other correspondence;
- l) key fob records;
- m) references.

Special or sensitive personal data we may collect from you includes:

- a) ethnicity;
- b) gender;
- c) religion;
- d) dietary requirements;
- e) health, medical and disability needs;
- f) special educational needs;
- g) sexual life if you access our Marriage Support;
- h) political opinions.

Data Protection legislation allows Waypoint Church to process this information as the church has a legal basis to do so. The legal basis that apply are: legal obligation, legitimate interest and consent. Consent can be withdrawn at any time and if withdrawn the processing will stop unless there is a statutory requirement to retain the consent.

We hold information relating to you for as long as is necessary. We will delete information relating to you as soon as it is no longer required. Full details are in our Retention Policy in our Data Protection Policy.

It is of the upmost importance for us to keep data secure and ensure adequate security and protection for information held by Waypoint Church. In order to do this we keep information safe by:

- a) limiting individuals access to information;
- b) ensuring information is secured by passwords;
- c) ensuring hard copies of data are secured in lockable locations and buildings;
- d) ensuring adequate electronic security is in place.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Data Protection Trustee (see above). You also have the right to object to how we use your information and ask for information which you believe to be incorrect to be rectified. If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests, statutory requirements or regulatory purpose(s)).

You have the right to complain to the Information Commissioners Office.

Full details of our obligations are in our Data Protection Policy which is available on request.