



## **LIVING WATERS DARNALL – DATA PRIVACY NOTICE**

### **Introduction**

At Living Waters, Darnall, we take your privacy very seriously and are committed to ensuring that personal data is protected in accordance with data protection laws and in line with your expectations.

In May 2018 new legislation called the General Data Protection Regulations (GDPR) came into force. The trustees of Living Waters are committed to ensure that personal data is and continues to be handled securely and in accordance with this legislation. This privacy notice explains what personal data we hold, why we hold it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

### **What personal data we hold**

As a member of the church we will usually hold personal details about you including your name, address, telephone and email details. We will ask you for these details, and for your consent for us to hold and use this data in line with the described uses below.

In addition, if you have opted to give to the church through the banking system, we may hold your bank details and details of your regular giving. If you have signed a Gift Aid declaration, we will hold the details provided in order to make claims for Gift Aid refunds from HMRC.

If you are involved in working with children or vulnerable adults as part of your service in the church, we will also hold DBS (disclosure and barring service) records about you.

### **Why we hold your data**

We hold your data in order to

- Provide you with news and information about events and activities at the church
- Provide appropriate pastoral care
- Maintain communication between individuals and departments of the church
- Administer membership records
- Maintain financial accounts and records
- Fundraise and promote the interests of the church
- Manage our volunteer workforce
- Keep children and vulnerable adults safe



### **Who we share personal data with**

Your personal data will be treated as private and will only be used or shared within the specified criteria given. We will only share your data with third parties outside of the church with your explicit consent, unless we are legally required to do so, for example, by a law enforcement agency or court.

### **How we protect your data**

We take the security of your data very seriously. We operate robust internal procedures that will ensure your data is not lost, accidentally destroyed, misused or disclosed and that it will not be accessed by any unauthorised party.

### **Storing your data**

We will keep your data in a secure electronic storage.

### **How long we retain data**

Routinely we will only keep your personal data while you are actively involved in the church and its activities, although some data may need to be retained for longer for legal reasons. The database will be regularly reviewed.

### **Your rights with respect to your data**

You can request that we amend or delete any personal data we hold about you at any time. You can also request to see what personal information we hold about you and this will be provided within one month of the date of request.

### **Questions about this privacy notice**

Question can be addressed to the 'Data Protection Officer', **Brian Coleman**, who acts on behalf of the trustees of the church, the 'Data Controller'.



### **Further concerns**

If you are dissatisfied with the way your personal data is handled and you remain dissatisfied once you have raised the issue with the data protection officer and the data controller., you have the right to complain to the Information Commissioners Office (ICO). The ICO can be contacted at;

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Or [www.ico.org.uk](http://www.ico.org.uk)

### **Legal information for Living Waters, Darnall**

The full legal information for the church, which is the 'data controller', is:

Sheffield Living Waters Fellowship  
81 Main Road  
Sheffield  
S9 5HL

[livingwatersdarnall@outlook.com](mailto:livingwatersdarnall@outlook.com)

A charity registered in England and Wales, registered charity number 1049186.

**31<sup>st</sup> March 2020**