



## **The Shore Community Church Privacy Policy**

### **Our contact details -**

Name: The Shore Community Church

Address: 73 Victoria Drive, Bognor Regis, PO21 2TD

Phone Number: 01243 821891

E-mail: office@theshorecommunity.church

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Members email addresses and contact details
- Volunteer email addresses and contact details
- Customer financial information
- Employee data

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- We collect information to keep in touch with our members and volunteers;
- We collect information for the processing of employment information; and
- We collect information for the running of the church and the community buildings.

We may share this information with relevant authorities if requested.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [office@theshorecommunity.church](mailto:office@theshorecommunity.church)**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

## **How we store your personal information**

Your personal information is securely stored.

We keep personal information within the guidelines for the ICO and for reasonable periods of time as defined by the ICO.

We will then dispose your information by deleting electronic files / records and shredding paper records.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at

[office@theshorecommunity.church](mailto:office@theshorecommunity.church) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [office@theshorecommunity.church](mailto:office@theshorecommunity.church)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>