



Seagate General Data Protection Regulation (GDPR) Policy

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Published by Matt Pearce
Seagate Compliance Officer

Signed

A handwritten signature in black ink that reads "M Pearce".

Date 25.02.2021

Approved by Mark Inglis
on behalf of Seagate Elders

Signed

A handwritten signature in black ink that reads "Mark Inglis".

Date 25.02.2021

Approved by Dave Tudor
on behalf of Seagate Trustees

Signed

A handwritten signature in black ink that reads "Dave Tudor".

Date 25.02.2021

Purpose of this Policy

This GDPR (General Data Protection Regulation) Policy outlines the way in which Workers (defined below) of the Seagate Evangelical Church will use personal information provided to us. Personal information includes any information that identifies you personally, such as your name, address, email address or telephone number.

The Seagate Workers recognise the importance of your privacy and personal information and we have therefore outlined below how we use, disclose and protect this information. The Seagate Workers collectively are identified as the data controller for the purposes of the General Data Protection Regulations because we decide how your data is processed and for what purpose. Contact details for us are provided below.

How we use information

We use the information you give to us:

- to administer membership records
- for Seagate Outreach activities; eg Job Club, mainly music etc
- for Church Hall lets
- to provide you with information about Seagate news, events, and activities
- to fulfill contractual or other legal obligations
- to manage our employees
- to further our charitable aims, for example through fundraising activities
- to maintain our accounts and records (including the processing of Gift Aid applications)

Disclosure of information

The Seagate Workers will only share your personal information where this is necessary for the purposes set out above. Information will not be shared with any third party out with the Seagate Evangelical Church without your consent unless we are obliged or permitted to do so by law.

Basis for processing personal information

The Seagate Workers process your information in the course of its legitimate activities, with appropriate safeguards in place, as a not-for-profit body with a Christian aim and on the basis that our processing relates solely to members, former members or people who have regular contact with us, and that this information is not disclosed to any third party without your consent.

We also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests or fundamental rights and freedoms; and where you have given consent to the processing of your information for a particular purpose.

Storage and security of personal information

The Seagate Workers will strive to ensure that personal information is accurate and held in a secure and confidential environment. We will keep your personal information for as long as you are a member or have regular contact with us or so long as we are obliged to keep it by law or may need it in order to respond to any questions or complaints or to show that we treated you fairly. We may also keep it for statistical purposes but if so we will only use it

for that purpose. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous. (Further information about our data retention policy is available on request from the Seagate Trustees).

Getting a copy of your personal information

You can request details of the personal information which the Seagate Workers hold about you by contacting us using the contact details given below for a Personal Information Request form.

Inaccuracies and Objections

If you believe that any information the Seagate Workers hold about you is incorrect or incomplete or if you do not wish your personal information to be held or used by the Seagate Workers then please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

If we are processing your data on the basis of your explicit consent, you can withdraw your consent at any time. Please contact us if you want to do so.

Contact us

You can contact us by getting in touch on the following email address:

admin@seagatechurch.org.uk

How to complain

You have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information by the Seagate Workers. You can contact the ICO via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Definitions

Workers

Seagate Trustees and Seagate Safeguarding Compliance Team have defined Workers as all Seagate Elders, Trustees, Employed Staff and Volunteers in Leadership Roles.