

Privacy and Data Protection Notice

We respect your privacy, and endeavour to keep your personal data safe and secure. This notice aims to make you aware of how and why we process any personal data we hold about you.

YOUR PERSONAL DATA AND YOUR RIGHTS

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by law, and you have rights under UK law concerning your personal data. You can read more about your rights on the [ICO Website](#).

WHO ARE WE?

Cornerstone City Church (CCC) is a data controller. This means we may gather and use certain information about you. Our contact details can be found at the end of this notice.

WHAT PERSONAL DATA DO WE COLLECT?

We collect the following categories of data:

- names, titles, and aliases
- contact information, including phone number, e-mail address and postal address
- data necessary to comply with our comprehensive safeguarding procedures
- where there is a legitimate interest to facilitate our charitable aims and activities, or where you have added them to a database maintained by us, we may process demographic information such as gender, age, date of birth, marital status, nationality and dependents
- where you give financially in support of Cornerstone City Church, or pay for church activities, we may process your bank details, and other records such as gift aid declarations
- as a church (religious organisation), the data we process is likely to constitute sensitive personal data because the very fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: mental and physical health, details of injuries, medication/treatment received, data concerning criminal records, fines, and other similar judicial records
- for church staff, contractors, and some volunteer roles, we collect data relevant to employment or other paid work, or safeguarding checks, such as CVs and other information gathered during recruitment, character references, National Insurance numbers, job title, job descriptions and pay grades, conduct issues such as letters of concern, and disciplinary proceedings, holiday records, internal performance information, medical or health information, sickness absence records, tax codes, terms and conditions of employment, training details.

HOW DO WE PROCESS YOUR PERSONAL DATA?

CCC complies with its legal obligations by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We may use your personal data for the following purposes:

- to administer congregational membership records
- to ensure adequate pastoral care is provided to those that are part of CCC
- to monitor engagement with CCC connection points (such as Sundays in Communities, Grow Groups, and events) and develop discipleship pathways of appropriate 'next-steps'
- for group, event and ministry leaders to contact those who have indicated interest in groups, events, and ministry teams
- to manage and care for our employees and volunteers, including overseas workers
- for checking children into and out of ministry groups and ensuring their safeguarding, as per our Safeguarding Policy, in line with best practice as advised by thirtyone:eight
- to contact individuals to conduct research about their opinions of current services or of potential new services that may be offered
- to develop community connection through promoting events and groups
- to inform individuals of news, events, activities or services running at CCC or with appropriate organisations which are relevant to our work as a charitable organisation and faith community
- to process our financial records and associated HMRC gift aid claims
- to maintain our own reasonable accounts and records
- to fundraise and promote the interests of the charity
- to enable CCC to provide a voluntary service for the benefit of the public as specified in our memorandum & articles
- to operate the CCC website and deliver services for the public benefit

STORING AND SHARING YOUR PERSONAL DATA

Your personal data will be stored securely on our systems, and treated as strictly confidential. It will be shared only with relevant trained staff or volunteers handling your data for the express purposes you have given authorisation for, on a 'need to know' basis.

Our primary membership database is **ChurchSuite**. We use **MailChimp** to send regular webmail communications. You can unsubscribe from communications e-mails at any time by following the directions at the bottom of the e-mail. We use **Microsoft 365** for secure church e-mail and file storage. We also use other services such as **Xero** for administration of financial donations. More detail about our online security can be found in our IT Security Policy.

When you submit your details to ChurchSuite, you have the option to limit which personal data is shared on the app with other church members. The options include your name, phone number, e-mail address and postal address. You can manage your choices at any time using the MyChurchSuite app, or by e-mailing office@cornerstonecity.co.uk to inform the church office of any changes.

Please note that when you join church **WhatsApp** groups, your phone number and WhatsApp profile details will be visible to other members of the group.

We may from time to time share your data with key partners within the **Relational Mission** family of churches, on a need to know basis, for example for the administration of network-wide events

you have signed up for. All partners will have their own robust data protection procedures and privacy commitments in place.

Occasionally, we may need to share your data with the appropriate local authority services, where it relates to a **safeguarding** concern.

For employees or contractors, we may be required to disclose certain data to any person, where there is a legitimate interest or where it is necessary for the performance of a contract. The circumstances leading to such disclosures include:

- any employee benefits operated by third parties
- disabled individuals - whether any reasonable adjustments are required to assist them at work
- individuals' health data - to comply with health and safety or occupational health obligations towards the employee
- for Statutory Sick Pay purposes
- HR management and administration - to consider how an individual's health affects his or her ability to do their job
- the smooth operation of any employee insurance policies or pension plans

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We keep your personal data for no longer than reasonably and legally necessary and we only retain your personal data for the purposes outlined above.

YOUR RIGHTS AND YOUR PERSONAL DATA

Unless subject to a legal exemption, you have the following rights with respect to your personal data:

- the right to request a copy of your personal data which CCC holds about you
- the right to request that CCC corrects any personal data if it is found to be inaccurate or out of date
- the right to request your personal data is erased where it is no longer necessary for CCC to retain such data
- the right to withdraw your consent to the processing at any time for administrative systems such as ChurchSuite and newsletters
- the right to request that CCC provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- the right to object to the processing of personal data
- the right to lodge a complaint with the Information Commissioners Office

FURTHER PROCESSING

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing

the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

CONSENT

By signing or submitting our digital form(s) you are confirming that you have read this Data Protection Notice and that you are consenting to CCC holding and processing your personal data for the purposes specifically listed on the relevant digital form.

Where you do not grant consent we will not be able to use your personal data to keep in contact with you either physically or digitally via official CCC communications such as our news webmail, event emails or by post except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting the trustees at CCC via office@cornerstonecity.co.uk and a trustee or delegated staff member will respond and deal with your query. Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

CONTACT DETAILS

To exercise all relevant rights, queries, or complaints, please in the first instance contact the Cornerstone City Church trustees via office@cornerstonecity.co.uk or by writing to Cornerstone City Church, The Jasper Centre, Jasper Avenue, Rochester, ME1 2LD.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.