



REDEEMER

DATA PRIVACY NOTICE

Introduction

Redeemer Church Leeds is run by The Redeemer Trust (a registered charity with number 1163805) (in this privacy policy, referred to as “Redeemer”).

Redeemer is committed to the importance of data privacy. This privacy policy sets out how we collect and use personal data in accordance with the law. It applies to the church family, attenders and those connected with Redeemer’s ministries, together with Redeemer’s employees and trustees.

How we collect your personal data

We collect your personal information directly from you when you sign-up to a Sunday gathering or event, to the church database (‘ChurchSuite’) or one of the ministries run by Redeemer Church, when you give financially to Redeemer, or otherwise communicate with us.

This may be through a printed sign-up sheet on the welcome table during/after a Redeemer Church gathering, through the Church website, by email, or when you approach us and ask to receive information.

What data we collect and why

When we will process your data

We may collect, use, store and transfer various personal data about you if:

- You attend a gathering or event, join a serving team, or be part of a city group or are otherwise involved in the life of Redeemer Church.
- You give financially to Redeemer.
- We need to administer DBS checks or references in relation to you.
- You are an employee of Redeemer.
- You are a volunteer at Redeemer.
- You are a trustee of Redeemer.
- Subscribe to our mailing list.

info@redeemerleeds.co.uk www.redeemerleeds.co.uk

Meeting venue: St Chad’s Parish Centre, Otley Road, Headingley, Leeds, LS16 5JT

Postal address: 70 Vesper Road, Leeds, West Yorkshire, LS5 3QS

Redeemer Leeds is a part of The Redeemer Trust, a CIO with registered charity number 1163805

- Receive pastoral care from Redeemer.
- Required by our health and safety policy or best practice.
- Required by our safeguarding policy or best practice.
- You otherwise communicate with us.

What data we may process

We may process the following data about you:

- **Identity** including your name, title, marital status, date of birth, gender, photograph, video footage and any other identifying information you provide to us.
- **Contact information** including mobile or telephone number, email address, and address.
- **Employee information** including national insurance number, payroll information, benefits and pension etc.
- **Financial information** including bank or payment card details. If you give financially to Redeemer this will be logged in the giving module of ChurchSuite and Gift Aid declarations will be completed and securely stored electronically (where paper copies are necessary they will be scanned then disposed of securely).
- **Religious or philosophical beliefs.** Redeemer is a Christian church and therefore this information may be inferred in relation to individuals.
- **Information about criminal offences.** This information may be processed as part of DBS checks or otherwise disclosed to us. It is necessary to hold this information for safeguarding purposes.

You are able to add certain information via [My ChurchSuite](#) (the software database used by Redeemer) for example regarding your address, date of birth, gender and marital status; this information is helpful for us in seeking to better understand the demographics of Redeemer Church and how we can best serve you.

You are also able to select how we contact you according to your preference. You are able to select if your contact information is accessible to other members of Redeemer on ChurchSuite.

How we use your data

We process data to:

- Enable you to receive information, to be notified of events or notified of serving ministries within the church that you have signed up to.
- Determine your suitability to volunteer with vulnerable adults, young people or children.
- Provide pastoral care to you or others.
- Administer the life of the church and carry out Redeemer's charitable purposes.
- So that you may give financially to Redeemer and we may plan our finances and claim gift aid.
- It may be necessary to hold information on criminal offences in order to fulfil our safeguarding responsibilities.
- Manage our website and social media accounts.

- Employ people and carry out HR functions, and to have trustees of Redeemer.
- Comply with legal or regulatory obligations, including liaising with the Charity Commission and HMRC.
- Ensure that health & safety requirements are fulfilled.

If your serving role requires a DBS check we are required to contact the Disclosure and Barring Service and will securely store the certificate number and date of issue/renewal within your personal details section of the ChurchSuite database and on the Safeguarding Master Log.

Your child's data

If you have children who are a part of the Redeemer Children and Youth Ministry we will ask you to add their information into the ChurchSuite database, linked to your profile. This enables us to ensure that they are in the appropriate children's groups according to their age, that we are able to ensure the correct ratios of leaders to children within those groups, and that we can accommodate any specific needs you might need to highlight (including any medical information which we need to be aware of).

We also ask you to indicate your consent for video/photo, first aid to be administered, permission to leave the Parish Centre unaccompanied and that you have read the online safety agreement (if appropriate).

Bases on which we process your data

In general, it is in Redeemer's legitimate interests to process your data and your interests and fundamental rights do not override those interests.

In cases where there is a contract between you and Redeemer, Redeemer may process your data to perform the contract.

We may use personal data to comply with a legal obligation, including (without limitation) charity or tax law.

In relation to information on religious beliefs, the basis is the not-for-profit exemption under Article 9(2)(d) of the GDPR. As a Christian church, the processing is carried out in the course of Redeemer's legitimate activities with appropriate safeguards.

For mailing lists etc, your consent is the basis for processing the data. You have the right to withdraw this consent by clicking the unsubscribe link or by emailing us at info@redeemerleeds.co.uk

In relation to criminal offences, the basis is the safeguarding of children and of individuals at risk (see paragraph 18 of Schedule 1 of the Data Protection Act 2018).

Though such circumstances are likely to be rare, we may also use your personal data where we need to protect your interests (or someone else's interests) or where we are under a legal obligation to do so, for instance to make a disclosure to a third party to safeguard an individual. Please note we do not need your consent where the purpose of

the processing is to protect you or another person from harm or to protect your well-being and if we reasonably believe that you need care and support, are at risk of harm and are unable to protect yourself.

Updating your data

It is important that personal data held is accurate and up-to-date. Please keep us informed if your personal data changes during your relationship with Redeemer. Any information provided by you in ChurchSuite may be updated by you by logging in and updating your profile.

Where we hold your data

Personal Data is primarily held electronically in ChurchSuite or Google Drive, all of which have restricted access permissions and are password protected. Where data is kept on paper these copies are stored securely.

How long we keep your personal data

We monitor the data we hold and review it periodically (at least annually) according to:

1. Whether you are still an active part of Redeemer Church i.e. regularly attending on a Sunday or part of a City Group.
2. Whether you serve on a ministry team.
3. Whether you give financially to Redeemer and if your donations are eligible for gift aid claims. Financial information regarding giving must be kept for a period of years in accordance with then-current HMRC audit requirements.
4. Whether you receive information from Redeemer e.g. monthly mailout or have clicked unsubscribe or otherwise informed us of your wish to be removed from a mailing list.
5. We keep health and safety records for a minimum of three years or longer if reasonably required.

As part of our developing a strong culture of Data Protection, we:

- review our processes regularly and carry out an annual data audit where we invite you to update your information or remove yourself from the database; and
- review the personal data held within the ChurchSuite database annually.

How we keep your data safe

Individual laptops/computers/phones (for user database access) are password protected.

Individual ChurchSuite database users are only given access to modules where the role necessitates this, access is password protected.

Paper copies of signup forms or gift aid forms are disposed of securely once the information has been recorded/scanned.

Your data rights

Under the General Data Protection Regulation 2018 you have certain rights concerning your personal data.

Under GDPR you have further specific rights regarding your personal information. Please note that this is not an exhaustive list, but highlights some of the key rights you have:

1. The right to be **informed** – to know how your personal information is being used.
2. The right of **access** – to access your personal information.
3. The right to **rectification** – to ensure your personal information is correct.
4. The right to **erasure** – also known as ‘the right to be forgotten’ i.e. to have your personal data erased and to prevent processing.
5. The right to **restrict processing** – to prevent further processing of your information.
6. The right to data **portability** - to obtain and reuse your personal data different services e.g. to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.
7. The right to **object** – to object to direct marketing and processing of your data.

Further information or to contact us

Redeemer is registered with the ICO, registration number ZB551466.

If you have questions or concerns, or think that a data breach may have occurred, please contact us at andie@redeemerleeds.co.uk. Alternatively you can contact the trustees of Redeemer at trustees@redeemerleeds.co.uk

You have a right to make a complaint at any time to the UK supervisory authority for data protection, the ICO (www.ico.org.uk). We would however appreciate the opportunity to deal with any concerns with you directly, and we are committed to dealing with any issues raised transparently and diligently.

For further information on your Personal Data rights please see this guide from the ICO: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>