



**Privacy Notice for New Life Church Ministries (Sleaford)
Church Members, attendees and occasional visitors**



Under Data Protection legislation the Board of New Life Church Ministries (Sleaford) ["the Church"] are the Data Controller and the Secretary to the Board acts as the Data Protection Co-ordinator.

We are collecting personal information to enable the Church to maintain contact and provide care and pastoral support as appropriate. Data Protection legislation allows us to store and process this information on the basis that it is in the Church's legitimate interest to do so.

Your name and details you have chosen to provide will be held on iKnow, managed by iKnow as our Data Processor, and complies with all the current Data Protection requirements. Members have direct access to their own personal details on iKnow and are able to update these whenever they wish. Individuals without access may contact the Church Office to have this done on their behalf if they wish. All personal data is held securely and access is by password only. Such access is reserved to those who have need to know and would include Pastors, Data Protection Co-ordinator, Group or Team leaders and the Office Administrator.

Your contact details will be removed from the database within 6 months (for occasional visitors) or 3 years (for members and adherents), of you no longer being a member or connected to the Church. Unless you specifically request otherwise when an annual review will be instituted. Where information has been collected for Gift Aid purposes it will be retained for up to 7 years in accordance with HMRC requirements.

To enable us to provide adequate pastoral support to everyone, a pastor may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the Church network but will only be accessed by a pastor dealing with the particular individual. This information will NOT be disclosed to anyone else without the person's specific consent other than provided for safeguarding purposes.

You have the right to ask to see any personal information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' by email to dataprotection@nlcm.org.uk or in writing to the Data Protection Co-ordinator at the Church Office should you not have access to email. You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled please speak to our Data Protection Co-ordinator. If you are still unhappy you should put your concerns in writing to the Data Protection Co-ordinator for consideration by the Data Controller. If you remain unhappy after their formal response you have the right to complain to the Information Commissioners Office.