

Data Privacy Policy

Lakeside Church, Fairway, Southport, PR9 0LA

OUR PRIVACY PLEDGE

We strive to be transparent about how we collect and use your information, keep your information secure and provide you with meaningful choices. This Privacy Policy is intended to help you understand what information Lakeside Church collects, why we collect it, and what we use it for.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The type of data we collect could be names, addresses, prayer requests, pastoral information.

2. Who are we?

Lakeside Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. What information do we collect about you?

We collect information about you when you submit an enquiry, access one of our services (i.e. register your child in our Pre-School), provide your details requesting further information, book into an event, give financially to the charity or request to join our mailing list. We may also collect your data in the form of CCTV footage used to maintain security on our site, and in the form of photos & videos taken at one of our events, including our Sunday gatherings.

4. How do we process your personal data?

We use your personal data for the following purposes: -

- To communicate with you regarding news, events, activities and services running at Lakeside Church;
- To help us to improve the service we offer;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications, track attendance);
- To offer pastoral care and encourage someone along their spiritual journey;

5. Sharing your information.

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church (i.e. Rotas, etc for teams you might be serving on. Regarding photographs, see item 6). Third Party businesses such as Mail Chimp, ChurchSuite, Sage Payroll, & North West Linux (our technical experts who keep a back-up copy of our server) will also have access to aspects of the data we keep.

We may disclose information we hold about you if:

- It is necessary for law enforcement or similar purposes;
- Any internal financial audit through Elim requires it. HMRC also have the right to review our files to ensure we are complying with their rules;

You have the right to view any information recorded in your user profile. You will have access to your user profile to correct your personal information.

6. Photographs & Video Recording

During our Sunday gatherings, and some other special events we hold, photographs are often taken that are used to promote Lakeside Church via our social media feeds on Instagram and Facebook. Our services are also live-streamed via our website and You Tube channel, with the service then being uploaded onto our You Tube channel (Lakeside Church UK).

7. How long do we keep your personal data ?

We will retain your information for as long as you are registered with us as interested in or using our services. We have a legal duty to retain gift aid declarations and associated paperwork for 7 years after the calendar year to which they relate. Church registers (baptisms, marriages, funerals, child dedications) are kept permanently. You may request, at any time, that your information to be removed from our database or that we change the way we contact you.

8. Your rights and your personal data

As an individual, you have control over what information we hold about you, how it is used, and whether you are happy for us to keep it. General Data Protection Regulation (GDPR) states that you have:

- **The right to be informed** – to know what information we collect about you and why. This Privacy Policy is in response to this right;
- **The right of access** – to see what information we hold about you and to verify the lawfulness of our processing of your data;
- **The right to rectification** – to rectify the information we hold if it is incomplete or inaccurate;
- **The right to erasure** – “to be forgotten”; to have your information removed;
- **The right to restrict processing** – to change the way in which we use your data;
- **The right to data portability** – to obtain your information in order to transfer it to another service or organisation;
- **The right to object**; and – to object to the way in which we are using your data;
- **The right not to be subjected to automatic decision making including profiling** – to have your information removed from any databases subject to automatic decision making processes;

9. Website cookies

Certain parts of our website use cookies. Cookies are text files placed on our computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and produce statistical reports. You can set your browser not to accept cookies, however, a few features of our website may not work correctly as a result.

10. Changes to our Privacy Policy

We keep our Privacy Policy under regular review and we will place any updates on this webpage. This Privacy Policy was last updated on 23rd May 2018.

11. Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact Lakeside Church, Fairway, Southport, PR9 0LA, 01704 544419, or email data@lakesidechurch.uk

12. What else you should know about privacy?

Remember to logout and close your browser when you have finished your user session. This is to ensure that others cannot access your personal information and correspondence if you share a computer with someone else or are using a computer in a public place like a library or Internet cafe. You as an individual are responsible for the security of, and access to, your own computer.

Please be aware that whenever you voluntarily disclose personal information over the Internet that this information can be collected and used by others. In short, if you post personal information in publicly accessible online forums, you may receive unsolicited messages from other parties in return. You are solely responsible for maintaining the secrecy of your usernames and passwords and any account information. Please be careful and responsible whenever you are using the Internet.

Our pages may contain links to other websites, and you should be aware that we are not responsible for the privacy practices on other websites.

13. Information Commissioner's Office

You can contact the Information Commissioner's 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.