



TAKE HOLD CHURCH

Privacy Policy

At Take Hold Church, we take your privacy and data seriously and are dedicated to protecting any information we gather or receive. Any data under our care will be processed and protected in accordance with General Data Protection Regulation (GDPR) standards and will be kept private and only used for the express purposes for which it was received.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, date of birth, gender)
- Contact information (email, phone number, address)
- Family information (name and date of birth of children and other family members)
- Involvement information (for example, participation interest in small groups, special events, fundraising opportunities, volunteering)
- Financial and/or method of payment details (for giving and charitable donations to our charity)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you voluntarily for the following reasons:

- You filled out a Get Connected form on our website or during an event in order to receive communication about future events of the church and/or to receive more information about participating in the activities of the church.
- You filled out a paper Get Connected Card during an event in order to receive communication about future events of the church and/or to receive more information about participating in the activities of the church.
- You contacted our staff by email, phone, or via social media and shared your details with us in order to receive communication.

How we use your data

We use the information that you have given us primarily to keep you informed about important announcements, news, and reminders about future events. We may share this information with other members of the church staff in order to serve you best. We may also share your information with a volunteer leader of an area of the church relevant to you of which they lead or coordinate. We will not share your information outside of the church without your consent, unless there is a lawful obligation to do so

We will process your data on the basis of at least one of the following

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) We have your **consent**; you giving us permission to process your information. For children under 18, parental or caregiver's consent is required.

You are able to remove your consent at any time. You can do this by contacting Daniel Andree at daniel@takeholdchurch.com

(b) We have a **legitimate interest**. We use your information in a manner that agrees with your involvement in our community in a way that you have requested or would reasonably expect.

For example, members of small groups will be communicated with about small groups, volunteers will be communicated with about volunteering, attendees of worship gatherings will be communicated with about future events.

(b) We have a **contractual obligation**. For example, if you are an employee of Take Hold Church, we will need to process your personal information in order to comply with the obligations of your employment contract.

(c) We have a **legal obligation** that requires us to process your information to comply with governmental requirements such as safeguarding regulations or to process data related to GiftAid giving declarations.

How we store your personal information

Your information is secure and is treated as confidential at Take Hold Church. When you share your information with us, it is securely stored and protected in our account on the ChurchSuite.com database application.

ChurchSuite ensures best practice in data protection and fully complies with GDPR standards at all levels. All data is stored in UK data centres and is protected by 24/7 physical security access control. Read more at <https://churchsuite.com/gdpr/>.

How long we keep your information depends on the status of your involvement with Take Hold Church. If you are attending our events and involved at any level of church activities, we will keep your data as long as you continue to be involved.

Should your involvement end at Take Hold Church, we will keep your personal information (please see “The type of personal information we collect” section) for a maximum of 12 months in case you choose to associate with our community again. We will securely dispose of your information by completely deleting your data from our database.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You have the right to ask us to complete information you think is incomplete. You also have the right to access and update your personal information and your consent for communication at any point using the My ChurchSuite application to personally modify information we have stored.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact Daniel Andree at daniel@takeholdchurch.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a request or complaint to us using the contact information below.

Our contact details

Name

Take Hold Church, Scottish Charity SC052537

Mailing address

16 Royal Exchange Square
Glasgow
G1 3AG

E-mail

paul@takeholdchurch.com
daniel@takeholdchurch.com

Physical address

St. Stephens Church
105 Saint Stephen Street
Edinburgh
EH3 5AB

Web

<https://takeholdchurch.com/>

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Organisation name: Take Hold Church SCIO

ICO Reference: ZB588730

Helpline number

0303 123 1113

ICO website

<https://www.ico.org.uk>