

DATA PRIVACY NOTICE

The International Church of Prague

Revised April 2018

Purpose of this Policy: Effective May 28, 2018 there are new laws regarding data privacy in the EU. This document intends to inform you as to the personal data ICP holds, how its stored and what its used for. Please direct any questions regarding this document to office@icprague.cz.

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 processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

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

3. How do we process your personal data?

The International Church of Prague complies with its obligations under the "GDPR" 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 use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the Czech Republic;
- To administer membership records;
- To fundraise and promote the interests of the church and charity work;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services happening at the International Church of Prague;
- To share your name if you are a member of the International Church of Prague with the Cirkev bratrska Denomination IC 00445215 for their Church Membership Records.
- To use photographic images that are taken of of church activities, services and special events such as new members, baptisms, advent readings, prayer times, retreats, and other activities. Participation in these events is considered as permission to use the photos for church use unless requested not to use them.
- To Live-stream worship services and events. Many of the International Church of Prague Services and Events are live-streamed on the Internet. For those who do not wish to have their image seen on the live-stream there are areas of the audience seating that are kept outside of the camera angles. At the Peroutkova 57 in Prague 5 location for Sunday Worship Service, the west side balcony seating is outside of the camera view for privacy and security purposes. Individuals who do not want their image on the live-stream are encouraged to sit in these areas.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Tax Deductible Contributions in accordance with Czech or EU Laws.
- Processing is carried out by a not-for-profit body with a religious, humanitarian, or charitable aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

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. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data?

We keep data for the Church e-Newsletter and Print Directory only as long as you are an active member, former member or current attender of ICP and request to receive our newsletter or be included in the Directory.

Contribution information is kept for 5 years after the calendar year to which they relate.

Membership information and baptism records are kept permanently.

If you request that we erase your data, we will do so promptly.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the International Church of Prague holds about you;
- The right to request that the International Church of Prague 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 the International Church of Prague to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller 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), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the EU or Czech governing authorities concerning GDPR compliance.

8. 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the International Church of Prague email to: office@icprague.cz

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