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## **Privacy Notice**

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Under Data Protection legislation the Charity Trustees of The Community Church in the North West of England are the Data Controller and can be contacted by ringing 01704 500911 or emailing [info@communitychurch.org.uk](mailto:info@communitychurch.org.uk)

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

Information collected is to enable the church to maintain a list of church members and regular attenders, provide pastoral support, provide services to the community, safeguard children, young people and adults at risk, recruit, support and manage staff and volunteers, maintain our accounts and records, promote our services, maintain the security of property and premises, respond effectively to enquirers and handle any complaints, provide conference/events facilities through the Family Life Centre

Data Protection legislation allows us to process information as we regard it as being in the church's legitimate interest.

Digital information gathered will be held on password protected computers and accessed only by the Elders, Church staff and some church volunteers.

Hard copies of information will be kept in lockable cupboards within lockable offices within the church premises.

Information relating to an individual will be removed once they are no longer a member or regular attender of the church – unless they ask to remain as one of our "church friends". For non-church members, we will keep the information for a period of 7 years.

A person has the right to ask to see any information held about them by submitting a 'Subject Access Request' to the Church Administrator. They also have the right to ask for information which they believe to be incorrect to be rectified.

If an individual is concerned about the way their information is being handled they can to our Data Protection Trustee.

If they are still unhappy they have the right to complain to the Information Commissioners Office.