



DATA PRIVACY NOTICE

Elim Connect

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 (GDPR).

2. Who are we?

Elim Connect is the data controller (contact details below). When reading the words 'we', 'us', 'our', we are referring to the Elim Connect Centre, also known as Connect Centre, Dairy House, Connect Counselling, Connect Catering, Limitless (Youth).

We are a constituent part of the national charity known as EFGA, (Charity number 251549) Contact details below.

We decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

We comply with our 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 all personal data.

We only use your data on relevant lawful grounds complying with the EU General Data Protection Regulation (from 25 May 2018)/UK Data Protection Act and Privacy of Electronic Communication Regulation.

Personal data will only be used for the purposes outlined at the time of collection in line with your selected communication method preference. If we are asked by the police or other government authority investigating any suspected illegal activities, we may need to provide them your personal data. We will only proceed with these third party requests if we have a legal obligation to do so.

More specifically we use your personal data for the following purposes: -

1. To administer membership, volunteer and employee records

2. To keep records and to manage customers of the Connect Centre, Dairy House Garden Project and Connect Catering
3. To record data about the individuals that use our services or join our activities
4. To promote the interests of Elim Connect
5. To maintain our own records
6. To inform you and others of news, events, activities and services offered by Elim Connect, its members, team and associated groups or bodies

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
- Explicit consent so that we can share your personal data as authorised by you to deliver the services you have requested
- As a not-for-profit body with a religious aim we are permitted under Regulation 9 (2) (d) to process data relating to members or former members (or those who have regular contact with us in connection with those purposes); and we are not permitted to disclose that information to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and only shared with others to enable the purposes of Elim Connect or to help us deliver the services you have requested. It will not be disclosed to third parties outside Elim Connect without your consent.

6. How long do we keep your personal data?

We keep data for the length of period that you maintain an interest in the work of Elim Connect or three years after you end your connection with us, or longer where Statute requires us to do so.

You may request the deletion of your data at any point.

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 Elim Connect holds about you;
- The right to request that Elim Connect 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 legally no longer necessary for Elim Connect 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 Information Commissioners Office.

9. Complaints

Complaints under this policy should be made to the CEO who will decide if it is appropriate for the complaint to be dealt with under the complaints procedure. Complaints which are not dealt with under Elim's complaint procedure should be forwarded in writing to the Information Commissioner.

Complaints about procedural issues, due process and timeliness will be dealt with by us, complaints that involve consideration of personal data or sensitive personal data may need to be referred to the Information Commissioner under GDPR.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:

Leadership Team, Connect Community Church, The Connect Centre, Portway, Wells. BA5 2BE

Head Office: The Administrator, Elim Pentecostal Church, DeWalden House, West Malvern, Elim Pentecostal Church - Registered Charity Number 251549