

GDPR: Privacy Policy Extend

There have been some new rules coming into place, which means we need to make sure that the personal information **Extend** holds about you is held and used securely.

On 25 May, the **General Data Protection Regulation**, also known as the **GDPR** came into effect. GDPR imposes additional obligations on organisations and gives extra rights around how personal data is being stored and used.

As the Extend Governing Group we want to keep you updated with the steps we are taking to comply.

We want you to know that we respect the information we hold about you and take the security of your information very seriously.

To give you more information on the data we hold on you, what we do with that data, who we share your data with and your new rights under the GDPR please see below.

Your personal data - what is it? Personal data is information relating to a living individual who can be identified from that data. Identification can be by the information alone, or together with that data and other associated information, which is in the possession of, or likely to come into the possession of the 'Data Controller'. In the UK, the processing of personal data is governed by the General Data Protection Regulation, also known as the GDPR.

Who has details of your personal data? The Treasurer of Extend is what is known as the 'Data Controller' in this case of the personal data you provide to us. This means he/she determines how your personal data is processed and for what purposes. Other authorised persons in the church(s) may require access to personal information from time to time such as the minister or specified others for the purpose of contacting you about specific church needs or information such as annual meeting or Chatabox invitations/information. To control who has access to data as far as possible, there will be a 'master' list of personal data held by the treasurer. All persons sending out emails to more than one person must send out with email addresses as a bcc. You can opt out at any time of receiving emails by return notification to the sender.

Types of personal data we process? Extend only keeps personal data supplied by you for the sole purpose of recording financial donations made by you or data such as email addresses to invite individuals to meetings and events, etc, mainly by email. Occasionally we may need to deliver items by post or by person to your house or telephone you if we cannot contact you by email, if you do not have an email, or for a specific purpose.

The master list of information we keep is on an Excel spreadsheet on a password protected PC and contains: • Your name • Your email address • Your home address, including postcode • Your home telephone number • If provided, mobile number, but this will only be used by agreement. Gift Aid forms, filled by an individual and submitted to the treasurer, are also filed in case the Charities Commission requires proof of gift aid permission.

Any secondary lists of email addresses are also held on other password protected PC's. Individual church members may have personal details on devices such as mobile phones but are out of the scope of these regulations.

How do we process your personal data? Extend aims to comply with all its obligations under the GDPR by: • Processing your personal data in a lawful, fair and transparent manner. • Collecting only personal data which is adequate and relevant to the purposes we have specified in this notice. • Not keeping your personal data longer than necessary for the purposes we have specified in this notice. • Ensuring your personal data is accurate and up-to-date. • Implementing appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing, accidental loss, damage or destruction. We aim to keep your data strictly confidential within the Extend and church community. We will not share your data with any outside organisations.

Where did we obtain your personal data from? You as individual donors or attendees of Extend activities supplied your personal data directly to us and at the time agreed we could maintain this information.

What are your rights? Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: • Request to access a copy of your personal data, which we hold about you. • Request to rectify your personal data if you find it to be inaccurate or out of date. • Request to have your personal data erased where it is no longer necessary for us to retain such data. • Request to have a restriction placed on further processing of your personal data when there is a dispute in relation to the accuracy or processing of your personal data. • Request to obtain a copy of your personal data in a common machine-readable format and transmit that data directly to another organisation. • Withdraw consent to the processing of your personal data at any time.

Who can I contact for more information? If you have any questions about how your personal data is being used by Extend please first contact Phil Holmes, Extend Treasurer. Other information can be obtained from Anglican or URC websites or other official websites regarding GDPR such as the [ICO-ico.org.uk](http://ico.org.uk)

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