



THE REDEEMED CHRISTIAN CHURCH OF GOD

POWER OF JEHOVAH, ESSEX

Raising Champions for the Present and Future Generations

www.rccgpojessex.org

DATA PRIVACY NOTICE

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?

RCCG, POJ, Essex is the data controller while The Administrator is the data processor (contact details below). This means it decides how your personal data is processed and for what purposes.

3. What Data Do We Collect?

RCCG, POJ, Essex, collects Adult's and children's

- Names
- Date of Birth
- Home Address
- Email Address
- Phone Number
- Country of Origin
- Status
- Gender
- Wedding Anniversary
- Means of Transport
- Date of Salvation
- Date of Water Baptism
- Business or Career
- Number of Children attending church
- Donation Details
- Individual's Department in the Church
- Pictures and videos taken during occasions in the church

Office Address: 1st Floor, 1 Russell Way, Essex, CM1 3AA

Phone number: 07852387502, 07946051013, 01245268928, 07534604839

Email: rccgpojEssex@gmail.com

adpojrcgg@gmail.com

RCCG POJ, Essex is a Registered Charity, No 1141059



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4. Where Is Your Data?

RCCG, POJ, Essex keeps all your data

- In a locked filing cabinet on printed paper/forms
- A password locked Spreadsheet on PC.
- The data is backed up and kept off-site on an External Storage & Google Drive

5. Who Has Access to Your Data?

- The Pastor and Administrator has access to your full details
- The Coordinators, Head of Departments, and Children teachers have access to your names and phone numbers
- The Ushers and Financial team have access to your names, homes address, birthdays and donation details
- Our third party who have access to your details are HMRC, DBS, Regulatory and Enforcement bodies, RCCG Central Office UK, Facebook (pictures and videos) and Google Drive

6. How Do We Process Your Personal Data?

RCCG, POJ, Essex 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 inform you of news, events, activities and services running at RCCG POJ, Essex locally and nationwide;
- To maintain our own accounts and records (including the processing of gift aid applications) • To manage our employees and volunteers
- To administer membership records;
- To send birthday wishes to you
- To make you culturally aware of the nationalities within RCCG POJ, Essex in order to celebrate our differences
- To fundraise and promote the interests of the charity (church);
- To promote RCCG POJ, Essex, on our website and our social media platforms • To enable us to provide a voluntary service for the benefit of the public in a particular geographical area through the Community Action Plan;

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7. 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.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union 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.

8. 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.

9. How Long Do We Keep Your Personal Data?

Your personal details are retained with us while you are a member but will be deleted when given consent to do so. The exemption to this is the digits filled on the donation envelopes, which are as deleted immediately after the donation is been processed.

10. 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 RCCG POJ, Essex holds about you;
- The right to request that RCCG POJ, Essex 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 RCCG POJ, Essex 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]*.

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- 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 Commissioner's Office.

11. 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.

12. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the **RCCG POJ, Essex Administrator** at adpojrccg@gmail.com, 01245268928, 07534604839, 07946051013 between Tuesday to Thursday 10:30am to 3:30pm.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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