



Privacy Notice

CONTACT DETAILS

Name: Heart House Elim

Phone: 07752 045564 - E-mail: victoria@hearthouseelim.co.uk

WHY WE PROCESS YOUR DATA

We seek your consent to use your name and contact details for the following reasons. Consent can be withdrawn at any time by contacting us.

- **TO KEEP IN TOUCH**

Informing you of news, events, activities and changes to the regular rhythm at Heart House Elim.

- **TO PROVIDE PASTORAL SUPPORT**

This includes pastoral notes, the making of pastoral care phone calls, collating Christian journey data (baptism dates etc.)

- **TO MANAGE CHURCH TEAMS**

If you commit to helping on one of our teams, we will need to process your contact details in order to share relevant information with you and other team members.

- **TO ENABLE US TO PROVIDE A VOLUNTARY SERVICE FOR THE BENEFIT OF THE PUBLIC**

This is in regard to church activities, events, ministries, fundraising, promotion and projects.

- **TO MAINTAIN OUR OWN ACCOUNTS AND RECORDS**

Including the processing of gift aid applications, held for up to 6 years after the calendar year to which they relate.

QUESTIONS YOU MIGHT HAVE

HOW WILL YOU STORE MY DATA?

We keep data in accordance with the guidance set out by Elim Foursquare Gospel Alliance. (Further information of this can be found on the Elim website). Practically and securely, this will be on our electronic church database, google drive, mail chimp, laptops (both staff and volunteers own laptops), mobile phones (staff and volunteer's personal phones) and in our paper filing system in our church office.

WILL YOU SHARE MY DATA WITH ANYONE OUTSIDE YOUR ORGANISATION?

Only when you give us consent or when we are required to by law.

HOW LONG WILL YOU KEEP MY DATA?

For as long as you want us to or for 12 months after you cease to maintain a relationship with Heart House Elim.

(Please note, safeguarding records are kept in line with current safeguarding laws, health and safety records, as required by law, are kept for 40 years and employment records/volunteer records are kept for the legal requirement of 6 years).

CAN I SEE MY DATA?

Yes. Please ask.

CAN I CHANGE ANY OF MY DATA?

Yes. We like to keep it up to date.

WILL YOU STOP USING MY DATA OR DELETE IT IF I ASK?

Yes, in most circumstances.

I DON'T LIKE HOW YOU'RE USING MY DATA. CAN I COMPLAIN?

Yes. Please let us know if you are unhappy with how we are using your data.

You can also contact the Information Commissioner's Office for more guidance: Wycliffe House, Wilmslow, SK9 5AF - 0303 123 1113.



Heart House Elim is an Elim Pentecostal Church. Elim Foursquare Gospel Alliance. Registered Charity 251549 (England & Wales) SC037754 (Scotland)