

CHURCH PRIVACY NOTICE



How Sound Church (“we”) use your information

Sound Church is committed to protecting your personal data and this privacy notice states how we collect your data, how we store it and how we use it. In the document, “we” refers to Sound Church and all the projects within the Church. Throughout this policy “Data Protection Legislation” also refers to the General Data Protection Regulation (GDPR).

Sound Church (registered as Sound Church Ltd) is a company limited by guarantee 3642766 and a registered charity no. 1072196.

The categories of information that we may collect, hold and share include:

- Personal information (such as name, telephone number, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth) or other forms of sensitive data such as information about your mental health, religious beliefs, ethnicity and physical health.
- Any other forms of personal or sensitive data which you voluntarily provide to us when working with us in any capacity, such as employment, to volunteer or in a pastoral support capacity.

CCTV is in operation around our buildings and also in our reception area. We are recording video but not sound. This is for the purpose of monitoring who comes into our building and the data is not retained unless there has been a significant incident in which the CCTV is able to be used as evidence.

We do not obtain any third-party information about you without your knowledge or consent.

Why are we collecting your data?

We collect personal data to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law regarding data sharing. In legal terms this is called ‘legitimate interests’. When it is required, we may also ask you for your consent to process your data. We do not share your information with others except as described in this notice.

Your data is kept on a secure server.

Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. All of the data that we retain is subject to the controls of our data protection policy, so when your information is no longer required, we will ensure it is disposed of in a secure and confidential process.

Your data is kept on a secure server, accessible appropriate staff and appropriate volunteers. Individual devices such as laptops, computers, tablets are all password protected. If paper copies of data or data on paper needs to be stored, this is kept in a locked cabinet, in a locked room which is in a secured building which is only accessible on a need to know basis.



Who do we share your information with?

We store your data on our secure members database, ChurchSuite. ChurchSuite has SSL encryption and is hosted on Amazon's AWS cloud platform which has achieved ISO 27001 Certification. More information about the security commitment of ChurchSuite can be found here: <https://churchsuite.com/security/>

We will not share your information with third parties without your consent unless the law requires us to do so.

Your choices

You have a choice about whether you would like to receive information from us, such as direct marketing communications. If you do not want to receive direct marketing communications from us about the important work we do and our services. We will not contact you for marketing purposes unless you have consented for us to do so.

If you are 16 or under

We want to make sure that your personal information is protected, particularly if you are under the age of 16. Please get your parent, carer or guardian's permission before you provide us with any personal information about yourself.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact admin@soundchurch.co.uk or write to us at Sound Church, Freedom House, Lower Bristol Road, Bath, BA2 1EP.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact admin@soundchurch.co.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

If you would like to discuss anything in this privacy notice, please contact admin@soundchurch.co.uk



How to contact us

If you would like to discuss any of the information in this privacy notice, including how we maintain the security of your information and your rights to access information we hold on you, please contact: admin@soundchurch.co.uk or alternatively you can write to us at: Sound Church, Freedom House, Lower Bristol Road, Bath, BA2 1EP.

Future changes to this Privacy Notice

We keep this policy under regular review. We may update this policy from time to time. When we do, we will update the date at the bottom of the page. We encourage our users to frequently check this page to ensure they are informed of updates about how we are protecting the personal information we collect. If there are any significant changes made to the privacy notice, then we shall contact you and place a prominent notice on our website.

This document was last updated January 2023.