



Private Policy

We, City on a Hill (CoaH), take your privacy very seriously and are committed to safeguarding any personal data that we gather. In processing data, we comply with General Data Protection Regulation (GDPR), taking seriously the right of individuals to keep their personal data private. CoaH are known as the "data controller", which means that we are responsible for how your personal data is processed and for what purposes it is processed.

What is your personal data?

Your personal data is any information by which you may be identified, such as personal information (e.g. name, telephone number, address, email address, gender and date of birth) or any information about you which is gathered by the church (e.g. your involvement in teams, small groups, giving).

What is data processing?

Data processing covers anything we do with or to your data. This includes collecting appropriate amounts of data for legitimate purposes, keeping your data up to date, storing and deleting data securely and not keeping data for any longer than is necessary. Your data will be processed fairly, lawfully and in a transparent manner, and in a way that protects your data from loss, misuse or unauthorised access or disclosure.

We will process your data on the basis of at least one of the following:

Consent – if you give us permission to do so (parental consent is needed for children under 18) Legitimate interest – in a manner consistent with your degree of involvement with us (e.g. we will contact parents regarding services relevant to their children, volunteers about their serving, the whole church about matters likely to be of relevance to everyone)

Legal contracts – for example an employment contract if you are an employee of CoaH
Legal obligations – for example we are required to hold data relating to Gift Aid and safeguarding

How will we use your data?

If you are simply signing up for something specific (e.g. an event or Gift Aid giving), we will only use your data in relation to this.

If you are signing up to our church database, we will use your data to contact you and to help keep you up to date and connect with any services, groups, teams or activities that may interest you. We will also use your data to provide pastoral care and support, and to keep you up to date with any matters pertaining to the life of the church and highlights relating to Go Global churches. We will not use your personal data for any other purposes or share it outside the church without your consent, unless the law requires us to do so.

What about my privacy?

Your personal data will be treated as strictly confidential and will only be shared with other members of the church where necessary to facilitate your involvement with us, and only with your consent (e.g. if you join small group, we will share your contact information with the leader of that group with your consent).

How will data be collected and kept up to date?

Data will principally be collected and updated by you personally using an online form or app connected directly to our database. Any personal data which you provide by another means may also be added to our database as appropriate. When collecting data, we will ensure that you understand clearly why the data is being collected, how the data will be used, and by whom. If any of the above were to change you would be notified in advance and given the option to opt-out. The consequences of opting-out should be made clear at the time.

How long do you keep my personal data for?

How long we keep your data will depend on the nature of your engagement with CoaH. If you are involved in church life, for example attending services, we will keep your data as long as you continue to be involved. Should your involvement cease, we will retain your data for a maximum of 12 months in case you choose to reconnect with CoaH.

Who sees my information?

Our data processors are competent and demonstrate the appropriate levels of knowledge in handling your information. Training has been given to each along with written instructions and a record that such has been given will be kept. Processors will not sub-contract their responsibilities without prior consent, but where the processor does sub-contract responsibility – they too must be made aware and show compliance of all of the above. All data will be returned or deleted after the processor has finished with it.

Children and adults at risk of harm

Children and adults at risk of harm merit specific protection with regard to their personal data, as they may be less aware of the risks, consequences and safeguarding concerns, and their rights in relation to the processing of personal data. Extra care and protection will apply to the use of personal data of children and adults at risk of harm for the purposes of creating profiles, marketing and the collection of personal data with regard to children when using services offered directly to a child.

Photographs and filming

Since the introduction of the Data Protection Act in 1998, and stricter regulations with the implementation of the General Data Protection Regulations (GDPR 2018), organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or that filming is prohibited, but there are certain protocols that must be followed to comply with data protection legislation as well as to ensure that children and adults at risk of harm are kept safe.

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.
- When using photographs of children and young people, ideally use group pictures and never identify them by name or other personal details. These details include e-mail, social media profile, postal addresses or telephone numbers.
- Obtain written and specific consent from parents or carers before using photographs on a website.
- Please be aware of those children who are on a child protection plan, are looked after children or are adopted.

All individuals have the right to privacy and anyone can request not to be photographed or filmed at any of our events by emailing contact@cityonahill.org.uk

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold.

You also have the right to:

- Request that your personal data is updated if inaccurate or out of date
- Request that we do not process your personal data for the purposes of informing you of

services, groups, teams or activities

- Withdraw your consent for your data being processed by us at any time
- Request that information held about you is deleted
- Lodge a complaint with the Information Commissioner's Office (ICO)

To make a request for your personal information email contact@cityonahill.org.uk