

# Ebenezer Church Machen Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

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## Contact details

### Post

Ebenezer Chapel, Wyndham Street, Machen, CAERPHILLY, Mid Glamorgan, CF83 8PU, GB

### Email

admin@ebenezermachen.com

## What information we collect, use, and why

We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details
- Records of consent, where appropriate
- Gender
- Date of birth

- Marital status
- Family relations (e.g. parents/spouses who also attend church)

We collect or use the following personal information to **comply with legal requirements**:

- Name
- Contact information
- Identification documents
- Financial transaction information
- Health and safety information
- Criminal offence data

We collect or use the following personal information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks )
- UKVI application outcomes, BRP copies

We also collect or use the following information for **recruitment purposes**:

- Religious or philosophical beliefs

We collect or use the following personal information for **Church and community events including day events and residential trips**:

- Names and contact details
- Gender
- Addresses
- Date of birth
- Emergency contact details
- Next of kin details
- Photographs or video recordings
- Service use history
- Health information (including medical conditions, test results, allergies, medical requirements and medical history)
- Dietary information (including allergies and health conditions)
- Information about care needs (including disabilities, home conditions, dietary requirements and general care provisions)
- Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Records of consent, where appropriate

## Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data

protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- **Your right to erasure** - You have the right to ask us to delete your personal information.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing** - You have the right to object to the processing of your personal data.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you want to read more about these rights, you can do so [here](#).

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply,

except the right to object. To be clear, you do have the right to withdraw your consent at any time.

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - People who attend our church services like to receive updates if there is a time or venue change

Our lawful bases for collecting or using personal information to **comply with legal requirements** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for **Church and community events including day events and residential trips** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- • Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - Holding information about the people who sign up to our events and residential trips allows us to cater to their personal, medical and dietary requirements.

## Where we get personal information from

- Directly from you
- Family members or carers

## How long we keep information

We keep information as long as we are using it and for a designated period of time afterwards in order to be able to refer to it as necessary. Referrals may be due to safeguarding or legal requirements on us as a charity.

We keep recruitment and employment information, including (where applicable) information used to apply for or sponsor a visa, for the duration of the employment and/or visa and up to two years after the end

of the employment and/or visa. After this time the information is securely destroyed.

We keep information on our church members and regular church goers who sign up to Church Suite for the period that they attend church and for up to two years after they leave, unless requested to remove it sooner.

We keep personal sign up details from non-members (also referred to as visitors in Church Suite) for Church and community events including children's activities (e.g. Sunday School and Youth meetings), day events and residential trips as long as the person is involved in the activities or events. Church Suite automatically deletes visitor information after one year of inactivity.

We keep attendance records for events (names only and dates attended) for ten years in compliance with our safeguarding policy. After the relevant period, the details are securely destroyed.

## Who we share information with

### Data processors

#### **Church Suite**

Church Suite provides a platform for us to safely store personal data held, in order to communicate effectively and manage safeguarding and other responsibilities.

### Others we share personal information with

- Organisations we're legally obliged to share personal information with – this includes UKVI for visa compliance monitoring and other government organisations as necessary

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

## Version 2.0 Last updated

Abigail Dainty da Costa 3/4/25