

# Reading Chinese Christian Church

## Website Privacy Policy

We regard your privacy as important and all those within the Church, either, Pastor, Committee members, employees or volunteers who have access to your personal data or are associated with the handling of that data are obliged to comply with the General Data Protection Regulation 2018.

We do not capture and store any personal information about website visitors, except where you voluntarily choose to give us your personal details via email, online form, or enquiring about any of our activities.

We will only hold your personal information for as long as necessary to deal with your request.

You have the right to request a copy of your personal data holds by the Church and/or to withdraw your consent to the processing of your personal data at any time by writing via email to [committee@ReadingCCC.org.uk](mailto:committee@ReadingCCC.org.uk) or post letter to :

RCCC Committee,  
c/o Wycliffe Baptist Church  
233 Kings Road  
Reading  
RG1 4LS

If you have concerns about the processing of your personal data by the Church you may contact the Church Committee at the address above.

## Data Privacy Notice

### Your personal data

Personal data relates to a living individual who can be identified from that data such as name, address, telephone number, email address, photos and video. 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").

### Who are we?

The RCCC is the data controller. This means it decides how your personal data is processed and for what purposes.

### How do we process your personal data?

The RCCC 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 organised by the Church.
- To provide you pastoral support where appropriate

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- To administer membership records;
- To fundraise and promote the interests of the Church where appropriate;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);

### **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 organised by the Church.
- Processing is necessary for carrying out legitimate obligations in relation to membership administration, pastoral supports, Gift Aid, manage volunteers, employment

### **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 Church with your consent or required by law.

### **How long do we keep your personal data ?**

We will keep your information for no longer than reasonably necessary, usually for the time that you are attending the church. For members who are no longer in the Church, we keep their names and contact details (last known) for an extended period of time. We retain gift aid declarations and associated paperwork for up to 7 years, and baptisms, marriages, funerals records permanently.

### **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 the RCCC holds about you;
- The right to request that the RCCC 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 the RCCC to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 lodge a complaint with the Information Commissioners Office.

### **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.

### **Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the RCCC Committee by writing via email to [Committee@ReadingCCC.org.uk](mailto:Committee@ReadingCCC.org.uk), or post letter to

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c/o Wycliffe Baptist Church  
233 Kings Road  
Reading  
RG1 4LS

You can contact the Information Commissioners 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.