

## DATA PRIVACY NOTICE

### Galway Christian Fellowship

#### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. 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").

#### 2. Who are we?

Galway Christian Fellowship (GCF) as a church and a registered charity is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

Galway Christian Fellowship 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 enable us to further our objectives and aims as outlined in the GCF constitution - to make disciples of the Lord Jesus Christ who are built upon the Word of God, empowered by the Spirit of God, and enabled to go into the world with the gospel of God's grace;
- To enable us to provide a voluntary service for the benefit of our members and the public;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running at GCF;
- To document any allergies and medical information your children may have to ensure they are kept safe in our children's ministry.

#### 4. 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.
- Processing is necessary for carrying out legal obligations in relation to tax relief or under employment, social security or social protection law, or a collective agreement;
- Processing is necessary for the legitimate interests of the organization and is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

#### 5. 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 GCF with your consent.

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

We keep data as long as it is necessary and useful.

Specifically, we retain membership data while it is still current; employee and financial details and associated paperwork for up to 6 years after the calendar year to which they relate; and church records permanently. Transient data like rotas are destroyed when no longer current.

## **7. 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 GCF holds about you;
- The right to request that GCF 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 GCF to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data.
- 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 object to the processing of personal data, where applicable;
- The right to lodge a complaint with the Data Protection Commissioners office.

## **8. 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.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the GCF Secretary / Administrator at:

Galway Christian Fellowship,  
Monivea Road, Ballybrit, Galway.

Tel: 091-752989      Email: [gcfgalway@gmail.com](mailto:gcfgalway@gmail.com)

You can contact the Data Protection Commissioners Office on 1890 252 231 or via the website <https://www.dataprotection.ie/docs/EN/Contact-us/m/11.htm> or by post at the Data Protection Commissioner, Canal House, Station Road, Portarlinton, R32 AP23 Co. Laois.