



French Protestant Church of London
Incorporated by Royal Charter in 1550
8-9 Soho Square
W1D 3QD
www.egliseprotestantelondres.org.uk

The French Protestant Church of London Data Protection Policy

Purpose of this policy

This privacy notice provides information about how the French Protestant Church of London will use and process the personal data of individuals who are members of the Church or their guests and visitors. The processing of personal data is governed by the General Data Protection Regulation (the “**GDPR**”).

This information is provided because the GDPR gives individuals rights to understand how their data is used.

Who are we?

The Consistory of the French Protestant Church is the data controller (contact details below). This means it decides how your personal data is processed and for which purposes, in accordance with the data protection laws including the GDPR.

GDPR definition of personal data:

“personal data means any information relating to an identified natural person (“data subject”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person...”

GDPR definition of processing:

“processing” means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction”;

“data processor” means any person, organisation or body that processes personal data on behalf of controller. Data Processors have a duty to protect the information they process by following data protection laws”.



Why do we process data?

The Church processes some personal data for the purpose of facilitating its activities, in particular:

- to communicate with you in relation to the news about our activities, services and events taking place in or outside the Church. A newsletter is published and distributed to members or those who have given their e-mail details;
- to carry out weddings, funerals, confirmations, general pastoral and spiritual care as well as religious education activities;
- to raise funds and to process donations;
- to process payments where, for example facilities belonging to the Church are hired;
- to process grant, bursary or other applications;
- to identify potential sources of fundraising;
- to manage our employees and volunteers;
- to maintain financial accounts and comply with legal obligations (e.g. by providing information to the Charity Commission or HMRC);
- to process gift aid applications.

Type of personal data processed

Names, titles and e-mail addresses of current members of the Church and former members of the Church who have regular contacts with it and recipients of the Newsletter

Bank details of members (only held if payments are made by standing order)

Names and titles of guests of events

List of parents/ guardians, including their e-mail addresses and telephone numbers, of children attending the Sunday school and religious study as well as list of those children

Photographs

How is personal data stored?

We comply with our 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.

How long does the Church keep personal data?

The Church will retain personal data securely only as long as is necessary for a legitimate and lawful reason and delete it when it is no longer so. Generally, this means as long as an individual is a member of the Church or in contact with the Church.

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 parish with your consent.



Your Rights

You have rights in respect of the personal data you provide to us. In particular:

- the right to request a copy of some or all of the personal data that we hold about you;
- if we process your personal data on the basis that we have your consent, the right to withdraw that consent;
- the right to ask that any inaccuracies in your personal data are corrected;
- the right to have us restrict the processing of all or part of your personal data;
- the right to ask that we delete your personal data where there is no compelling reason for us to continue to process it.

Please note that the above rights may be limited in some situations – for example, where we can demonstrate that we have a legal requirement to process your personal data. Also, we may need you to provide us with proof of identity for verification and data security purposes before you can exercise your rights.

Rights may only be exercised by the individual whose information is being held by us or with that individual's express permission.

Changes to this notice

We may make changes to this privacy notice from time to time as our practices and/or applicable laws change. We will not make any use of your personal information that is inconsistent with the original purpose(s) for which it was collected or obtained (if we intend to do so, we will notify you in advance wherever possible) or otherwise than is permitted by data protection laws including the GDPR.

Contact details/ queries and complaints

If you have any questions, require further information about how we protect your personal data, if you wish to exercise any of the above rights or make a complaint about the use of your information, please contact the data policy officer, Anne Roberts, by mail at dpo@egliseprotestantelondres.org.uk, by phone on 020 7437 5311, by post to The French Protestant Church of London, 8-9 Soho Square, London W1D 3QD.

We will endeavour to provide you with the answers to your questions about the way in which we process your Personal data.

However, if you have unresolved concerns you also have the right to complain to the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email (www.ico.org.uk).