

Providence Chapel, Chichester

(ACTIVITIES FOR CHILDREN)

DATA PRIVACY NOTICE

THE PURPOSE OF THIS PRIVACY NOTICE

One of our primary objectives as a church is the religious and moral education of children and young people, which is carried out through our Activities for Children, namely our:

1. Sunday Schools
2. Bible Classes
3. College Classes
4. Occasional parties and outings

This privacy notice gives you information about our use (processing) of personal data for those purposes. We may need to update this privacy notice from time to time.

This notice does not apply to our processing of personal data for any other purpose, which will be the subject of a separate privacy notice.

DATA CONTROLLER

The Data Controller is the Church Officers' Court of Providence Chapel Chichester (the "COC"). The COC has appointed a data privacy manager who is responsible for overseeing the collection and processing of personal data by Providence Chapel, Chichester, including questions arising from this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights as set out below, please contact the data privacy manager using the details below.

CONTACT DETAILS

Mailing address: Data Privacy Manager, Providence Chapel, Chapel Street, Chichester, PO19 1BU.

PERSONAL DATA

Personal data is any information relating to an identified or identifiable living individual.

LEGAL BASIS FOR PROCESSING PERSONAL DATA

Processing of personal data is lawful where it is necessary for the purposes of legitimate interests that we pursue, except where such interests are overridden by your or your child's interests or fundamental rights and freedoms.

We process personal data for the purposes of our Activities for Children in our legitimate interest in the effective and safe operation of those Activities as the means of carrying out one of our major objectives, complying with legal requirements, complying with contractual obligations and (where necessary in emergencies) in the vital interests of a child or young person.

Some special categories of personal data may only be processed lawfully under certain additional conditions. As a not-for-profit body with a religious aim we process such categories of data in the course of our legitimate activities and solely in relation to our members, former members or persons who have regular contact with us.

PROVISION OF PERSONAL DATA, AND FAILURE TO PROVIDE OR UPDATE DATA

Children under 16

We ask parents/carers to provide the following personal data:

1. Your name, address, email address and telephone number
2. Your child's name, address, date of birth and (where relevant) telephone number
3. Information about any health or other conditions relevant to their safety while they are with us

Young people aged 16 to 18

We ask those attending our College Classes or other activities to provide or confirm the following information:

1. Your name, address, email address, date of birth and telephone number
2. Information about any health or other conditions relevant to your safety while you are with us. We use the personal data that you provide to us for the following purposes:

1. Allocating children and young people to appropriate classes or activity groups
2. Providing pastoral care
3. Providing transport to and from meetings where needed
4. Making visits to homes
5. Issuing occasional newsletters, or other information relating to events, parties or outings
6. Avoiding or dealing with any health or other emergencies that may arise
7. Contacting parents or carers without delay in the event of an emergency
8. Provision of letters supporting applications to schools and other references for educational or work purposes. Also to admit children and young people to Zoom meetings where appropriate.

It is very important that all such data which we hold is accurate and current. Please let us know immediately if there are any changes to the data we hold or any additional data that we need.

For the above purposes we also maintain attendance records for all classes and activity groups for children and young people.

In addition to the data described above we take photographs of children at some events if express permission has first been granted from the child's parents. The photographs are taken subject to the terms of our safeguarding policy by an appointed official photographer, are stills and are of groups, not individuals. We give more information below about our use and storage of these photographs.

DISCLOSURE OF YOUR PERSONAL DATA

Except as stated in the next two paragraphs, we will not disclose your personal data or that of your child to any external third party unless: (i) you give your consent or (ii) it is in the vital interests of a child or young person in circumstances where it is impossible to obtain consent or (iii) if we are required to do so by law.

Pictures of groups of children may be used in internal displays, publications, promotional materials and brochures for certain of our Activities for Children. No child in pictures used for these purposes is identified.

DATA SECURITY

We deal with all personal data in respect of our Activities for Children carefully and have put in place measures with a view to preventing any such personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In our processing of your data, access to each individual's personal data is strictly limited to those of our employees and volunteers who have a need to know it. They are under a duty of confidentiality and a duty only to use such personal data for the purposes set out above.

Photographs taken at events are stored at Providence Chapel, Chichester without any personal identification of the children.

DATA RETENTION

Except as stated immediately below, we will retain personal data for children and young people who attend our Activities for Children for the period of their attendance and for 15 years thereafter.

We will delete any special category data (including data relating to health conditions) that we hold for any child or young person who has ceased to have regular contact with us.

We will delete personal data of parents/carers once it is no longer required for the effective and safe operation of our Children's Activities or our compliance with legal obligations.

In some circumstances you can ask us to delete your data (see erasure request below).

YOUR LEGAL RIGHTS

Unless subject to an exemption under relevant legislation you have the following rights in respect of your personal data or that of your child:

The right to request a copy of the personal data which we hold

The right to request correction of any personal data that is inaccurate, incomplete or out of date

The right to request erasure of the personal data which we hold about you or your child where it is no longer necessary for us to continue processing it, where you have successfully exercised your right to object to processing, where we have processed your data unlawfully or where the law otherwise requires the data to be erased

The right to object to processing of the personal data which we hold where you consider that your or your child's interests or personal rights and freedoms override our legitimate interests described above

The right to request restriction of processing where you have disputed the accuracy of the data or the lawfulness of the processing, or where you wish us to retain data that we would otherwise delete

Before responding to a request or objection we may need to request specific information from you as a security measure to ensure that your or your child's personal data is not disclosed to any person who has no right to receive it.

You will not have to pay any fee to exercise these rights. However, we may charge a reasonable fee for, or may refuse to comply with, any request that is clearly unfounded, excessive or repetitive.

We try to respond to all requests within one month. If it will take longer because your request is complex we will notify you and keep you updated.

You also have the right to lodge a complaint with the Information Commissioner's Office on 0303 123 1113, or via email at <https://ico.org.uk/global/contact-us/email/> or at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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