

DATA PRIVACY POLICY

BLACK COUNTRY ORTHODOX TRUST on behalf of the Orthodox Parish of the Nativity of the Mother of God, Walsall

1. Your personal data – what is it?

Personal data (also known as personal information) is any information that identifies someone and any information that relates to that identified person. 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 Data Protection Act 2018 (the "GDPR").

2. Who are we?

The **BLACK COUNTRY ORTHODOX TRUST** on behalf of **the Orthodox Parish of the Nativity of the Mother of God, Walsall** is the Data Controller and gives responsibility to the Data Control Officer (BCOT Secretary - contact details below) to manage and maintain your personal data. This means that the trust, in consultation with its trustees, decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The BLACK COUNTRY ORTHODOX TRUST complies with its obligations under the GDPR and any subsequent legislation. In particular, the relevant parts of Articles 6 & 9 of the GDPR. We do this 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:

- ✓ For members of the clergy to provide pastoral care to parishioners;
- ✓ To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
- ✓ To administer membership records;
- ✓ To raise funds and promote the interests of the charity;
- ✓ To manage any employees and volunteers;
- ✓ To maintain our own accounts and records, including processing gift aid applications.
- ✓ To operate the <https://www.orthodoxwalsall.org.uk/> web site and deliver the services that individuals have requested.
- ✓ To inform individuals of news, events, activities or services running at the **Orthodox Church of the Nativity of the Mother of God, Walsall** and to contact individuals to ask about their opinions of current services or of any new services that may be offered.
- ✓ To contact parents about Sunday Schools and adults about catechetical and similar activities.

4. Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with the Parish Priest/s and members of the trustee board, or those delegated by the trust, in order that they can carry out their office or role. We will not share your data with third parties outside the parish without your consent.

5. How long do we keep your personal data?

BCOT members and those deputed by them, other than those maintaining ongoing parish records, will only hold your data for the length of time necessary to complete a task or function.

We keep your personal data for no longer than reasonably necessary for the purposes listed above. We will seek to update your data at least every three-five years in order to maintain an accurate record and to ensure we maintain mutual contact between members of the parish and the parish administration. We also keep a historic record of the parish members; by a 'member' we include those who have paid their membership subscription, plus those others who attend the church and who give us their personal data.

6. Your rights and your personal data

Unless subject to a legal exemption, you have the following rights with respect to your personal data:

- ✓ The right to request a copy of your personal data which the **BLACK COUNTRY ORTHODOX TRUST** holds about you;
- ✓ The right to request that the data controller of the **BLACK COUNTRY ORTHODOX TRUST** 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 **BLACK COUNTRY ORTHODOX TRUST** 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.

7. 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 consent prior to the new processing.

8. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the BCOT Secretary / BCOT Administrator at blackcountryorthodoxtrust@gmail.com .

You can contact the Information Commissioner's Office on 0303 123 1113 or via email at <https://ico.org.uk/global/contact-us/email/> or at the following postal address:

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

9. Consent Form

The following is the Consent form we are using. If you want to register with us, either copy this form and paste it into an email or just email us at blackcountryorthodoxtrust@gmail.com and we will send you one:

Please fill in and send us completed form, keeping a copy for your records if required.

GIVING CONSENT for DATA PROTECTION:

Your privacy is important to us, and we want to communicate with church members in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK Regulation (Data Protection Act 2018), we now need your consent on how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

By signing this form **(when sending by email please type yes/no and your name and date as appropriate)** you are confirming that you are consenting for the Parish Priest and the **BLACK COUNTRY ORTHODOX TRUST**, on behalf of the Orthodox Parish of the Nativity of the Mother of God, Walsall to hold and process your personal data for the following purposes (please tick the boxes where you grant consent):

- ✓ I consent to the church contacting me by post (.....) phone (.....) email (.....)
- ✓ I consent to the church’s keeping me informed about news, events, activities and services (.....)
- ✓ I consent to the church’s keeping my data as required for processing financial processing and Gift Aid (.....)
- ✓ I consent to the church’s keeping my data in a spreadsheet as part of a record of parish members, including: my name (.....) postal address (.....) phone numbers (.....) email addresses (.....) and relevant data (i.e. Orthodox Christian/date of marriage, baptism etc.) (.....)
- ✓ I consent to allowing photographs and videos of me (.....) and which include me (.....) to appear in Parish Publications (.....) and online platforms (.....)

CHILDREN:

NOTE: This means children under 16 years of age.

Please List your children’s names and date of birth that you wish to be included:

1..... 2..... 3..... 4.....
5..... 6..... 7..... 8.....

PLEASE INFORM US when your personal data (e.g. address, phone number, personal status) changes by emailing blackcountryorthodoxtrust@gmail.com or by speaking to the officer at the bankari. We will send you a notification when your details have been updated.

Signed: _____ Dated: _____

You can grant consent to all the purposes; one or some of the purposes or none of the purposes at all. Where you do not grant consent we will not be able to use your personal data; (i.e we may not be able to let you know about forthcoming services and events) except in certain limited situations such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from the BCOT Secretary.

*You can withdraw or change your consent at any time by contacting the **BLACK COUNTRY ORTHODOX TRUST Secretary, The Curch of the Nativity of the Mother of God, 1A Sun Street, Palfrey, Walsall WS1 4AL** or by emailing blackcountryorthodoxtrust@gmail.com . All processing of your personal data will cease once you have withdrawn consent other than where this is required to be kept by law.*

The BLACK COUNTRY ORTHODOX TRUST is a Registered Charity no. 1082272