

# Ely Gospel Hall

Ship Lane, Ely, Cambs. CB7 4BB

## Privacy Policy

Updated: May 2024

### **Our Contact Details:**

Name: Ely Gospel Hall

Address: Ship Lane, Ely, Cambridgeshire, CB7 4BB

Website: [www.elygospelhall.com](http://www.elygospelhall.com)

Email: [elygospelhall@gmail.com](mailto:elygospelhall@gmail.com)

Phone Number: 07960796518

We do not have a central office or IT system. In the framework of data protection, Ely Gospel Hall is a non-profit body which is exempt from registration with the ICO, according to their own guidance.

### **The Type of Personal Information We Collect:**

- Personal information (such as name and address)
- Attendance information (such as sessions and activities attended)
- Relevant medical information
- Any other relevant information
- Personal information about a child's parents and/or other relatives (such as name, contact details, relationship to child)
- If you contact us through our website, your correspondence will be processed in order for us to administer a response. The data that pertains to this process includes your name, email address, and the contents of your message.
- Church members' information

### **How We Get the Personal Information and Why We Have It:**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To communicate with parents/carers
- To communicate with individuals
- To support each child
- To provide appropriate care
- To meet safeguarding requirements

Most of the information that you provide is given to us on a voluntary basis. To comply with the General Data Protection Regulation, you are given the choice whether or not to give us the information. However, without it, it may mean that children and adults will be unable to participate in activities run by Ely Gospel Hall. Relevant information will be shared within the organisation with Ely Gospel Hall church members to allow them to fulfil their roles e.g., first aiders will need to be aware of any medical requirements. The information will only be shared if Ely Gospel Hall church members require the information to ensure that people are safeguarded. All information shared within the organisation remains confidential on a 'need-to-

know' basis. If information needs to be shared outside of the church for any reason, consent will be granted by the individual (or individual's parents/carers if under the age of 18). We do not share information without consent unless the law or our policies allow us to do so.

**Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:**

- Your consent. You are able to remove your consent at any time. You can do this by contacting us at [www.elygospelhall.com/contact-us](http://www.elygospelhall.com/contact-us) or email [elygospelhall@gmail.com](mailto:elygospelhall@gmail.com). Alternatively write to us at Ely Gospel Hall, Ship Lane, Ely, Cambridgeshire, CB7 4BB.
- We have a vital interest.
- We have a legitimate interest.

**How We Store Your Personal Information:**

We hold data for as long as we feel necessary or to comply with recommended guidelines. For children's data, this will be for the duration of the time that the child regularly attends activities run by Ely Gospel Hall or is eligible to attend. Health and safety records will be kept for five years only. Accident records will be kept for three years only. Records relating to child protection will be kept until the child reaches the age of 25. Church members' information will be kept for as long as is necessary to comply with safeguarding requirements.

All Ely Gospel Hall church members, who 'use' personal data are volunteers and understand the importance of keeping data secure. Computers and phones are all password protected. Your information will be securely stored. All paper-based information is securely stored. All computer-based information is stored on password protected devices. Online Ely Gospel Hall booking information is processed online through our website host (please see Ely Gospel Hall Website Privacy Policy for more information). We will dispose of paper-based information by shredding. We will then check that there is no identifiable information remaining on the paper; this will then be recycled. We will dispose of computer/online based information by deleting it from all devices, online platforms, and then computer bins, and then, if necessary, automatic backup systems. If documents and information have been sent and received through an emailing system, these will also all be deleted, and then deleted again from the 'bin', 'trash' or 'deleted emails' email folder.

**Your Data Protection Rights:**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.
- If you wish to make a request, please contact us at [www.elygospelhall.com/contact-us](http://www.elygospelhall.com/contact-us) or email [elygospelhall@gmail.com](mailto:elygospelhall@gmail.com). Alternatively write to us at Ely Gospel Hall, Ship Lane, Ely, Cambridgeshire, CB7 4BB.

**How to Complain:**

If you have any concerns about our use of your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/>.

If you would like to discuss anything in this Privacy Policy, please contact us through our website at [www.elygospelhall.com/contact-us](http://www.elygospelhall.com/contact-us) or email [elygospelhall@gmail.com](mailto:elygospelhall@gmail.com). Alternatively write to us at Ely Gospel Hall, Ship Lane, Ely, Cambridgeshire, CB7 4BB.