

Data Protection & GDPR Policy

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Review Date: Annually

1. Purpose:

LIFE Church Ministries [LCM] (which encompasses but is not exhaustive to LIFE Centre Events, LIFE Play, LIFE Foundation, Abundant Resources Ltd and Coffee & Co), are committed to protecting your privacy. This Data Protection & GDPR Policy outlines how we collect, use, and protect personal information in compliance with relevant data protection laws, including the General Data Protection Regulation (GDPR).

2. Scope:

This policy applies to all trustees, staff, volunteers, and third-party service providers who handle personal data on behalf of LIFE Church Ministries [LCM]. It encompasses the management of personal data, pastoral data, financial data, payment data, and data collected through social media, photography, and filming.

3. Data Protection Principles:

LCM will adhere to the following data protection principles:

- **Lawfulness, Fairness, and Transparency:** Personal data will be processed lawfully, fairly, and in a transparent manner.
- **Purpose Limitation:** Data will be collected for specified, legitimate purposes and not further processed in a manner incompatible with those purposes.
- **Data Minimization:** Personal data collected will be relevant and limited to what is necessary for the purposes of processing.
- **Accuracy:** Data will be accurate and kept up to date, rectifying inaccuracies as necessary.
- **Storage Limitation:** Personal data will be retained only for as long as necessary for the purposes for which it was collected.
- **Integrity and Confidentiality:** Data will be processed securely to prevent unauthorised access and data breaches.

4. Your Rights:

Under GDPR, you have the following rights concerning your personal data:

- The right to be informed about the personal data we collect and how it is used.
- The right of access to see what information we hold about you.
- The right to rectification if your information is inaccurate or incomplete.

- The right to erasure (to be forgotten) and restrict processing.
- The right to data portability and to object to processing activities.
- The right not to be subjected to automatic decision-making processes.

5. Information We Collect:

We collect personal information when you:

- Submit an inquiry or register for a service.
- Book into an event or give financially to the charity.
- Join our mailing list or engage with us via social media platforms (e.g., Facebook, Instagram, YouTube).
- Provide your information intentionally for any purpose of engagement with our services.

In addition to the above, we may collect CCTV footage for security purposes and photographs and videos at events for marketing and promotional needs.

4. How We Use Your Information:

We use your personal information for legitimate purposes including:

- Processing inquiries, bookings, and donations.
- Providing services as agreed with you and managing our activities.
- Sending communications about events, services, and fundraising initiatives.
- Protecting your vital interests, such as in pastoral care situations.
- Creating lookalike audiences for advertising and marketing via social media.

Photos and videos may be used for our social media, website, and marketing campaigns. By attending our events, you provide implicit consent for your image to be captured and used for these purposes unless you inform us otherwise.

5. Sharing Your Information:

We will not share your personal information without your consent, except in the following circumstances:

- Sharing between staff or authorised volunteers to effectively provide services.
- Legal obligations or compliance with law enforcement requests.
- Quality assurance or audit purposes.
- Third-party service providers with whom we collaborate to provide services.

6. CCTV/Photography/Filming Policies:

- General Release: By attending LCM events, individuals implicitly permit their images and video recordings to be captured and used for promotional purposes. However, permission via a release form will be obtained for the photography and filming of children under 18.
- Obtaining Release: Unless permissions are pre-given by the parent or legal guardian, release forms must be signed by parents/guardians for minors or by individuals if they are of legal age. These forms specify the use of images and recordings.

7. Social Media and Video Content:

In line with our commitment to protect individuals at risk:

- Individuals who require privacy or have concerns about being recorded at events should inform hello@lifechurchhome.com before or upon arrival. Our team will liaise with the relevant teams to ensure those individuals are seated in designated areas that have no media coverage.
- To protect individuals we will not place signage regarding this policy; personal communication will guide the management of seating for privacy.

7. Data Retention:

We will retain your information for as long as you engage with our services. You may request to have your information removed at any time, although certain data may be retained for legal compliance, such as HMRC regulations.

9. Requesting Access, Updating & Removing Your Data:

To request your data or any updates, please contact our data officer at data@lifechurchhome.com. We will seek to respond in a timely manner. There is no charge for this service, although we reserve the right to charge a fee for multiple requests for the same information.

10. Complaints:

If you have any complaints regarding our data handling, please direct them to our data officer via email or at the address below. If you feel your complaint has not been satisfactorily addressed, you may contact the Information Commissioner's Office (ICO).

11. Cookies:

Our website uses cookies for tracking and statistical purposes. You may manage cookie settings in your browser, but disabling cookies may affect the functionality of our website.

12. Secure Transactions:

All financial transactions on our website are performed over a secure SSL encrypted connection, ensuring the safety of your data.

13. How to Contact Us

If you have any questions about our privacy policy or the information we hold about you, please contact:

- e: data@lifechurchhome.com
- p: Data Officer, LIFE Church, Wapping Road, Bradford, BD3 0EQ

For more information about your legal rights in relation to the information we hold about you, please visit the Information Commissioner's Office at ico.org.uk.