**Strangers Rest Evangelical Church: Occasional Notes
DATA PRIVACY NOTICE**

**THE PURPOSE OF THIS PRIVACY NOTICE**

This privacy notice gives you information about your personal data that we process for the purpose of sending you all or any of the following materials by post:

i) The Occasional Notes magazine (to subscribers only)
(ii) Occasional mailings relating to other ministries and events

This notice does not apply to your personal data that we may process for any other purpose, which will be the subject of a separate privacy notice. We may need to update this privacy notice from time to time.

If you would like to sign up to receive materials relating to our ministries by email please email faith.amurao@strangersrest.org

**DATA CONTROLLER**

The Data Controller is the Eldership of the Strangers Rest Evangelical Church (the “E”).

The E has appointed a data privacy administrator who is responsible for overseeing the collection and processing of personal data by the Strangers Rest Evangelical Church , 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 administrator using the details below.

**CONTACT DETAILS**

Data Privacy Administrator,
Strangers Rest Evangelical Church

131 The Highway

London E1W 2BP

Email: faith.amurao@strangersrest.org
Tel: 020 7735 7076

**PERSONAL DATA**

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

**LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA**

We process personal data of subscribers to and gift recipients of the Occasional Notes magazine in order to enter into and perform our contract with subscribers.

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

We process your personal data in relation to the matters covered by this notice for the purposes of our legitimate interest of making available as widely as possible information regarding our ministries to those who receive the Occasional Notes magazine, or have requested details of one or more of our ministries.

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 solely in relation to our members, former members or persons who have regular contact with us. We do not process special categories of personal data for the purposes to which this notice relates.

**FAILURE TO PROVIDE OR UPDATE YOUR PERSONAL DATA**

It is important that the data we hold about you is accurate and current. Please keep us informed if there are any changes.

If you receive the Occasional Notes magazine we may be unable to perform our contractual obligations if your data is not kept up-to-date.

**DISCLOSURE OF YOUR PERSONAL DATA**

We disclose your personal data to the third-party service provider that handles mailings covered by this notice. We require the third-party service provider to respect the security of your personal data and to treat it in accordance with the law. We do not allow them to use your personal data for their own purposes and we only permit them to process your personal data for specified purposes in accordance with our instructions.

We will not disclose your personal data to any other external third party without your consent or unless required to do so by law.

**DATA SECURITY**

We have put in place appropriate measures to prevent your data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, volunteers, agents, contractors or third parties who have a need to know. They will only process your personal data on our instructions and they are under a duty of confidentiality.

**DATA RETENTION**

We will retain your personal data for as long as is reasonably necessary for the purposes of our contractual obligations and legitimate interests described above. If you do not contact us for a period of five years we will delete your data unless we are required to retain it for a longer period for legal, accounting or reporting reasons.

We reserve the right to delete your personal data after a shorter period if in our view retaining it is no longer reasonably necessary for the purposes of fulfilling our contractual obligations to you or for furthering our legitimate interests, or if it becomes apparent to us that the details we hold have been out of date for some time and you have not provided us with updated information.

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

In addition to your legal right to request erasure you can ask us to delete information we hold about you at any time. We will review any such request and will delete the information unless we are required to retain it for legal, accounting or reporting reasons. If you ask us to delete your contact details while you have an unexpired subscription to the Occasional Notes magazine we will be unable to continue to send it to you.

**YOUR LEGAL RIGHTS**

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

The right to request a copy of your 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 transfer of your data to another person (data portability)

The right to request erasure of your personal data 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 your data to be erased

The right to object to processing of your personal data where you consider that your 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.

Your right to request transfer of your data to another person applies your data that you have provided to us for the purpose of a subscription to the Occasional Notes magazine.

That information comprises your name, your contact details and details of your subscription. It is held in manual records and an Excel database in laptops that are encrypted and password protected. While we will endeavour to provide such data we are not able to develop automated systems to enable it to be transferred securely in a portable format.

Before responding to a request or objection we may need to request specific information from you as a security measure to ensure that your 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.