

**Who we are:**

We are Christchurch Hailsham. We are registered as a charity, Hailsham Frontiers Charitable Trust registered charity 1118740. We are registered with the Information Commissioner's Office; registration number ZA358226

To contact us about privacy issues email [admin@christchurchhailsham.org](mailto:admin@christchurchhailsham.org) or write to:

Hailsham Frontiers Charitable Trust,

Ropemaker Centre,

Ropemaker Park,

South Road,

Hailsham,

East Sussex,

BN27 3GY

**What we do with your information:**

This depends on how you interact with us.

Church & congregation members:

We use your personal details for administration - managing small groups, church events, reclaiming gift aid contributions, and so on. We will retain your details for the duration of your membership. The elders keep notes on ongoing pastoral issues and they don't share those notes with anyone unless required to by law.

We don't share your information with anyone, though we may pass your mobile number or email address to our messaging services if you've given your consent for us to contact you in that way. If you have explicitly consented, then we will add your contact details to the church directory which is available to other members of the congregation.

Youth & Kids' workers: We use your personal details for safeguarding. In addition to your contact details we retain copies of your DBS (previously CRB) check results, application references where applicable, and which sessions you worked at. We don't share this information with anyone without your permission unless we're required to by law, and we keep it indefinitely in order to defend any future legal claims.

Youth & Children: Again, we use your personal details for safeguarding. We record your parents' consent for you to attend, their contact details, and your allergies. We record which sessions you attended. We don't share this information with anyone unless required to by law, and we keep this information indefinitely in order to defend against future legal claims.

"Ministry users": If you attend focussed ministry sessions such as Healing House, Freedom in Christ, Restoring the Foundations, then we record your contact details and the sessions you attended, and retain those indefinitely. Notes taken regarding what you discussed will be given to you at the end of the session, so we don't retain them at all.

**Your rights:** Under the General Data Protection Regulations you have the right to request certain actions be taken with your information. You have the right to request the information we hold be

corrected if it's wrong. You have the right to request a copy of the information we hold on you. You have the right to request that we erase or cease processing your information.

To exercise any of these rights, you need to contact us using the details above. If you're unhappy with our response to your request, the GDPR gives you the right to complain to the supervisory authority, which as we're in the UK is the Information Commissioner's Office. Their contact details are:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF