

## Privacy Notice

*“Speak the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ.”* Ephesians 4:15

We are a small Bible-based Christian community, and we take your privacy seriously. This Privacy Notice explains in plain English what personal information we collect about you, why we collect it, how we use it, and what rights you have. It applies to anyone who visits our hall, attends activities, or uses our website.

## Who we are

Worcester Christadelphian Ecclesia (Charity No. 5075259)

59 St George’s Lane North, Worcester, WR1 1QX

Data Controller: The Arranging Committee (trustees) Data Protection Lead: Joshua Jones

## What personal information we collect

We only collect the information we need to run our ecclesia safely and pastorally. This may include:

- Your name, address, email address and telephone number
- Attendance records and involvement in activities (rotas, events, volunteering)
- Family/relationship details and emergency contacts (especially for children and young people)
- Bank details, donation records and Gift Aid information (if you give financially)
- Communication preferences
- Limited safeguarding information (where necessary)

We do not sell your data or share it for marketing purposes.

## Why we collect it and how we use it

We process your data under UK GDPR lawful bases (mainly legitimate interests for running the ecclesia, consent for newsletters, and legal obligations for safeguarding and Gift Aid).

We use it to:

- Keep in touch about meetings and events
- Organise rotas, youth activities and pastoral care
- Process donations and Gift Aid
- Meet our safeguarding responsibilities
- Manage hall bookings and volunteering

## Where we store your data

We use secure systems:

- ChurchSuite (main membership system)
- Microsoft 365 and Gmail (email and documents)

Some of these services are hosted outside the UK, but we use approved safeguards (UK–US Data Privacy Framework and Standard Contractual Clauses) to keep your data protected.

## How long we keep your data

- Membership and contact details: while you are connected with us (or until you ask us to delete them)
- Financial records: at least 6 years (for accounting and Gift Aid)
- Safeguarding records: in line with recognised guidance

When we no longer need it, we delete or securely destroy it.

## Your rights

You have the right to:

- See a copy of the data we hold about you (Subject Access Request)
- Ask us to correct any inaccurate information
- Ask us to delete your data (in certain circumstances)
- Object to how we use your data
- Withdraw consent at any time (e.g., for emails)

To exercise any of these rights, simply contact the Data Protection Lead (Secretary). We will respond within one month and it is normally free.

## Cookies and our website

Our website does not use tracking cookies or analytics tools. It is a simple, static site with no personal data collection forms.

## Photography and video

Photos and videos may occasionally be taken at ecclesial activities. You (or parents for children) can ask us not to use any image containing you.

## Complaints

If you are unhappy with how we have handled your data, please contact the Secretary first. You also have the right to complain to the Information Commissioner's Office (ICO):

[www.ico.org.uk/make-a-complaint](http://www.ico.org.uk/make-a-complaint)

## More information

This Privacy Notice is a summary. Our full **GDPR & Data Protection Policy** (February 2026 version) is available on the noticeboard in the hall and on request.

## Last updated

April 2026

Next review: April 2027