German Speaking Lutheran Church in East Anglia

Registered Charity Number 1135273

Data Privacy Notice

Version 3 (11/2026)

Privacy notice

This privacy notice tells you what to expect us to do with your personal information.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- Who we share information with
- How to complain

Contact details

Post

German Lutheran Church, 4 Shaftesbury Road, CAMBRIDGE, CB2 8BW, GB

Telephone

01223 356167

Email

cambridgegermanchurch@googlemail.com

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery and third party referrals**:

- Names and contact details
- Gender
- Pronoun preferences
- Addresses
- Date of birth
- Emergency contact details
- Next of kin details
- Photographs or video recordings

We also collect or use the following special category information to **provide services and goods, including delivery and third party referrals.** This information is subject to additional protection due to its sensitive nature:

- Religious or philosophical beliefs

We collect or use the following information to **receive donations or funding and organise fundraising activities**:

- Names and contact details
- Addresses
- Payment or banking details

- Donation history
- Tax payer information (for Gift Aid purposes)
- Gifts in wills

We also collect or use the following special category information to **receive donations or funding and organise fundraising activities.** This information is subject to additional protection due to its sensitive nature:

- Religious or philosophical beliefs

We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details
- Addresses
- Marketing preferences
- Records of consent, where appropriate

We also collect or use the following special category information **for service updates or marketing purposes.** This information is subject to additional protection due to its sensitive nature:

- Religious or philosophical beliefs

We collect or use the following personal information to **comply with legal requirements**:

- Name
- Contact information
- Any other personal information required to comply with legal obligations
- Health and safety information
- Safeguarding information
- Criminal offence data

We also collect or use the following special category information to **comply with legal requirements.** This information is subject to additional protection due to its sensitive nature:

- Religious or philosophical beliefs

We collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details
- Address
- Witness statements and contact details
- Relevant information from previous investigations
- Information relating to health and safety (including incident investigation details and reports and accident book records)
- Correspondence

We also collect or use the following special category information for **dealing with queries, complaints or claims.** This information is subject to additional protection due to its sensitive nature:

- Religious or philosophical beliefs

Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. *Read more about the right of access.*
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Read more about the right to rectification.
- **Your right to erasure** - You have the right to ask us to delete your personal information. Read more about the right to erasure.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing.
- **Your right to object to processing** - You have the right to object to the processing of your personal data. Read more about the right to object to processing.
- **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. Read more about the right to data portability.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. Read more about the right to withdraw consent.

If you make a request, we must respond to you without undue delay and in any event within one month.
To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide services and goods, including delivery and third party referrals** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
    - We are collecting or using your information because it benefits you, our organization or someone else, without causing an undue risk of harm to anyone. For example: To keep you informed about the Church and its activities; To enable those who undertake pastoral care duties (including home visits) to do so; To administer the membership records of the Church; To

manage our volunteers (and employees if applicable); To ensure the security of our premises and systems.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information to **receive donations or funding and organise fundraising activities** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
    - We are collecting or using your information because it benefits you, our organization or someone else, without causing an undue risk of harm to anyone. For example to keep auditable records and to process GiftAid applications.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information to **comply with legal requirements** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for **dealing with queries, complaints or claims** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Legal obligation** – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Where we get personal information from

- Directly from you
- Regulatory authorities
- Family members or carers

How long we keep information

We keep your personal information for as long as we have a legitimate use for it or for as long as the law requires us to. For general contacts and membership data, this means a maximum of 12 months after the end of such use or legal retention obligation, or until you withdraw your consent.
Safeguarding records may be retained for longer periods where necessary to protect children, young people and adults at risk, to comply with legal obligations, or to respond to current or future safeguarding concerns according to our "Procedure / Handbook for Safeguarding Children, Young People and Vulnerable Adults Version 1 (13 July 2024)". Details for data capture and data retention are given in Chapter 7.
Please note that we will keep some records permanently if we are legally required to do so or for historical reasons. This applies for example to data on marriages, baptisms, confirmations or funerals.

Who we share information with

Others we share personal information with

- Organisations we need to share information with for safeguarding reasons
- Relevant regulatory authorities
- External auditors or inspectors
- Organisations we're legally obliged to share personal information with
- Other churches, church organisations, or partner organisations involved in jointly organised activities, events, camps, or youth work, where sharing personal information is necessary for administration, safeguarding, health and safety, or participant welfare.

How to complain

If you have any concerns about our use of your personal information, you can make a data protection complaint to us:
Email: cambridgegermanchurch@googlemail.com
Telephone: 01223 356167
Post: 4 Shaftesbury Road Cambridge CB2 8BW United Kingdom

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.
The ICO's address:
ICO Head Office
4th Floor, No.3 Circle Square
5 Hawkshaw Street
Manchester
M1 7BL
Helpline number: 0303 123 1113
Website: https://www.ico.org.uk/make-a-complaint

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