

# Data Privacy Notice

Version 2 (13 November 2021)

by the Church Council (Kirchenvorstand)  
of German-Speaking Lutheran Church in East Anglia

## 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data (for example, a name, a postal or email address, photographs or videos). Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

## 2. Who are we?

This Privacy Notice is provided to you by the Church Council (Kirchenvorstand - KV) of the German-Speaking Lutheran Church in East Anglia. The Church Council is the data controller of your data (contact details below). This means it is responsible to you for how your personal data is processed and for what purposes.

In the rest of this Privacy Notice, the word "we" refers to the data controller, namely the Church Council of the German-Speaking Lutheran Church in East Anglia.

## 3. What is the legal basis for processing your personal data?

The legal basis for keeping your data is in order to pursue the legitimate interests of the church, as well as to fulfill any legal obligations in relation to Gift Aid.

Where required under GDPR, explicit consent of the data subject will be obtained.

## 4. How do we process your personal data?

We comply with "GDPR" obligations by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes: to keep you informed about the Church and its activities; to enable those who undertake pastoral care duties to do so; to enable us to meet all legal and statutory obligations; to administer the membership records of the Church; to manage our employees and volunteers; and to maintain our own accounts and records, including Gift Aid applications.

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where you first give us your prior consent.

## 6. How long do we keep your personal data?

Data will be kept only for as long as we need it.

Specifically, we retain church membership and voting rights data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which we hold about you;
- The right to request that the Church Council (KV) of the German-Speaking Lutheran Church in East Anglia. corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Church Council (KV) of the German-Speaking Lutheran Church to retain such data;
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data - this applies where processing is based on legitimate interests.
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Pastorin Kerstin Othmer on Tel. 01223 356167, or write to: The Data Controller, Lutheran Church House, 4 Shaftesbury Rd, Cambridge, CB2 2BW. Email: [cambridge@german-church.org](mailto:cambridge@german-church.org)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

<b>Document Name</b>	Data Privacy Notice (at times also referred to as Data Protection Policy)
<b>Document Owner</b>	Church Council (Kirchenvorstand) of the German-Speaking Lutheran Church in East Anglia
<b>Key Author(s)</b>	Barbara Botradi, Gerhard Goldbeck
<b>Version Number</b>	Version 2 (superseding Version 1 from March 2018)
<b>Approval</b>	By the above named Church Council: 13 November 2021
<b>Date for Next Review</b>	30 Nov 2027 or earlier where relevant