

FULL GOSPEL MISSION DATA PROTECTION

DATA PRIVACY POLICY



February 6, 2023

Full Gospel Mission

Vale Road, St Sampson, Guernsey, Gy2 4DP

**This is the Privacy Policy of Full Gospel Mission, Vale Road, St Sampson, GY2 4DP. It is issued in compliance with the Data Protection (Bailiwick of Guernsey) Law, 2017**

This statement sets out how we will deal with any personal information we collect from you or that you provide to us. If you are a member of the Full Gospel Mission, the whole statement is relevant to you.  If you are not a member, only parts of it will apply.

We care about your personal data and ensuring you are informed about how we use it. We promise to protect your data, and to manage any information you share with us in line with data protection law.

This Privacy Policy sets out how and why we collect and use your personal data and our legal basis for doing so.

**Who Are We?**

We are Full Gospel Mission. Full Gospel Mission is an independent Pentecostal Church. We are a charity registered with the Guernsey Registry (no. CH131). We are also registered with The Office of the Data Protection Authority (registration number DPA6741).

**What Data We Collect**

**Personal Data Processed**

When you share your personal data with us on our website ([www.fullgospelmissionguernsey.org.uk](http://www.fullgospelmissionguernsey.org.uk)), or fill in a form, or through any method of contact with us, you are giving your Personal Data to the Full Gospel Mission as the Data Controller.

Personal data refers to data that relates to you.

We only hold data that you voluntarily give to us, such as but not limited to:

* Name
* Date of Birth
* Date of Marriage
* Date of Baptism in Water
* Address
* Telephone Number(s)
* Email Address(es)
* SMS Mobile Messaging Address(es)
* Bank Account Details
* Health issues and any associated special needs
* Place of Work and Contact Details
* Next of Kin and Contact Details
* A Record of Communications
* Your Communication Preference

This not only enables us to contact you, it enables us to care for your spiritual, emotional, and physical needs, receive donations from you and make payment to you, but also to comply with statutory requirements and our legal obligations.

**Where Does This Information Come From?**

The personal data we process is given to us directly by you, our members, attendees, and in some instances, such as but not limited to illness, those close to you. We do not collect any personal data from any other sources.

**Our Lawful Basis For Processing Your Personal Data**

In order to be able to provide you with the services you require, we use our legal contractual basis for processing your data or rely on our legitimate business interests.

**Consent**

In cases where we are not relying on contractual or legitimate business interests, we rely on consent to lawfully process your data. This can be obtained a number of ways, such as but not limited to, oral communication, email, text message, SMS. You have the right to withdraw your consent at any time; however, it must be highlighted that by withdrawing your consent we may not be able to assist you or comply with a contract.

**Special Category Data**

**Health issues and any associated special needs.**

We only hold this information with your specific and explicit consent. If you contact us with a prayer request under this category, we will establish with you whether the information is to be limited to Full Gospel Mission Leadership Team, or to be made available to all persons considered to be members of Full Gospel Mission, both locally and worldwide.

**Personal Data Which You Provide On Behalf Of Someone Else**

If you give us information on behalf of someone else, you confirm that the other person has appointed you to act on their behalf and has agreed that you can (i) give consent on their behalf to the processing of their personal data and (ii) receive on their behalf any data protection notices.

**Sharing of your Personal Data**

We may share your information with others in the Full Gospel Mission:

* To ask the leaders of the Full Gospel Mission to pray for you, along with other members;
* To enable them to provide pastoral care and support for you;
* Operational reasons.

We do not share your personal data with any third party other than when legally required to do so.

**Retention of Data**

All data is retained securely and only used for the purposes for which it was collected under the Law. Data is only retained for as long as is required,

* to comply with our statutory obligations,
* in order for us to provide you with the Pastoral Care,
* contact you as necessary, or
* if you are providing services forming part a contract.

In any event, data is reviewed and weeded accordingly after 7 years. Please see our Retention Policy for details.

Please tell us as soon as possible if any of your contact details change so that we can keep our records up to date.

You can change the way we contact you, or the kind of material we send you, or unsubscribe from our regular emails or texts etc. at any time by contacting us by mail, email, messaging service, or telephone using the contact details below.

If you register with Full Gospel Mission on our website ([www.fullgospelmissionguernsey.org.uk](http://www.fullgospelmissionguernsey.org.uk)), you should personally log-on and keep your contact and communications details that you entered up to date.

**Data Protection Principles**

Your personal data shall be collected and processed:

* Lawfully, fairly and in a transparent manner.
* Collected for specified, explicit and legitimate purposes and not processed in a manner that is incompatible with those purposes.
* Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
* Accurate and kept up to date.
* Kept in a form which permits identification of data subjects for no longer than is necessary.
* In a manner that ensures appropriate security of the personal data.

**Your Rights**

The Law provides you with a number of rights, but specifically and of relevance, you have the right to:

* request confirmation of the personal data that we hold about you and what we are doing with your data,
* request correction of your personal data if incorrect, out of date or incomplete,
* request that we stop any consent-based processing of your personal data after you have withdrawn that consent.

**Contacting Us**

**Data Protection**

* We are defined as a Controller according to the Law. If you have any questions or queries regarding how your personal data is being managed, please contact our Data Protection Officer by writing to Data Protection Officer, Full Gospel Mission, Vale Road, St Sampson, Guernsey, GY2 4DP, or by emailing our Data Protection Officer at [fullgospelmission@hotmail.co.uk](mailto:fullgospelmission@hotmail.co.uk)

**All Other Matters**

* **Mail:** Full Gospel Mission, Vale Road, St Sampson, Guernsey, GY2 4DP.
* **Email:** [fullgospelmission@hotmail.co.uk](mailto:fullgospelmission@hotmail.co.uk)
* **Telephone:** 01481 249800 (Answerphone Service Only)
* **Mobile**: 07781 433800

**Contacting the Regulator**

* If you feel that your data has been handled incorrectly or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the data protection regulator, The Office of the Data Protection Authority (ODPA). You can contact them by calling 01481 742074 or by email at [enquiries@opda.gg](mailto:enquiries@opda.gg)

Last update/review: 6th February 2023