

Elim Church Leicester is a “data controller” which means we have to tell you certain information when processing your personal information. We may input personal information into Planning Center or may ask you to do so yourself. We may collect information from you in person or we may ask you to fill in paper forms or input information into other systems that the church uses.

If you have any queries about this Privacy Policy or how we use your personal information, please contact our Data Protection Lead Brian Jackson who can be contacted at the above address or email at safeguarding@elimchurchleicester.org.uk

This Privacy Policy relates to your use of the Services and tells you:

- What personal information we collect about you when you use the Services
- How we collect your personal information in the Services
- How we use your personal information
- Who we may share your personal information with
- Any transfer of personal information outside of the EEA
- How long we keep your personal information
- What we do to protect your personal information
- What choices you have in relation to your personal information

Personal Information we process about you

WHAT INFORMATION WE PROCESS ABOUT YOU

We may collect the following information about you:

- your name and address
- your mobile phone number
- your email address
- your marital status
- your age and gender
- information about your family
- your education and employment
- your role(s) within the church (if appropriate)
- attendance at meetings, events and training
- to carry out a DBS check
- the result of a DBS check
- information about your use of the Services (e.g. when you have logged in, what pages you visited)
- information we collect and record as part of pastoral care (this will include anything you tell us unless you tell us not to record it)
- payment details when booking events

- donations to the church (if via tax relief giving)
- gift aid information
- Any information you provide to us
- Any teams or groups you are involved with
- When you are unavailable for serving on rota
- Dates and times that you are on a rota

Any data / information that is given will be kept on our safe “ChurchSuit” system, this allows us to keep records safe at all times following GDPR guidelines.