

The Egyptian Christian Orthodox Association for The Midlands

DATA PRIVACY NOTICE

Last updated: 27th of June 2020

1. Introduction

The Egyptian Christian Orthodox Association for The Midlands recognises that treating personal data in a correct, fair and lawful manner is vital. The Association, its employees and volunteers take data protection very seriously. Protecting personal data has to be treated with confidentiality and integrity.

This privacy notice aims to give you information on how The Egyptian Christian Orthodox Association for The Midlands collects and processes your personal data, including any data you may provide through our website, social media platforms, mobile applications, computer software, post and any other means of interaction.

2. Personal Data – What is it?

Personal data relates to a living individual who can be identified from that data. 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").

3. Who are we?

The Controller

The Egyptian Christian Orthodox Association for The Midlands is a registered charity of England and Wales, registration no 515637. The Association comprises of many churches and this privacy notice protects the data of the following churches in Birmingham:

- Saint Mary and Saint Mark's Coptic Orthodox Centre
- Saint Mary & Archangel Michael's Cathedral
- Saint Mary & Saint Anthony's Church

4. How do we process your personal data?

The Executive Committee of the Association, share responsibility of controller of the above mentioned churches and they do comply with their obligations under 'the GDPR' 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 the following purposes:

- To operate our website and deliver the services that individuals have requested.
- To inform individuals of news, events, trips and other activities or services running at The Egyptian Christian Orthodox Association for The Midlands, either via email or post.
- To provide pastoral care to members of congregation;
- To enable us to provide voluntary services for the benefit of the public;
- To enable us to provide voluntary services for the benefit of the congregation;
- To fundraise and promote the interests of the charity;
- To manage our employees, volunteers and deacons;
- To manage our executive committee;
- To maintain our own accounts and records;
- To operate Sunday School and Youth Ministry services;
- To operate Christmas and Easter plays and Drama performances;
- To register for liturgy services via Eventbrite website;
- To register for trips, retreats, conferences and other events organised or hosted by The Egyptian Christian Orthodox Association for The Midlands.
- To manage our donor relations and communications;
- To manage all Association related activities done via computer software, mobile applications and social media platforms, such as; ZOOM, Kahoot, WhatsApp and other similar social media platforms.
- To operate all other services listed in the Service Register of The Egyptian Christian Orthodox Association for The Midlands.

5. The data we collect about you

- **Identity Data** includes first name, initials, surname, marital status, title, date of birth, gender, photograph, video footage and any other biographical data you may provide us.
- **Profile Data** includes your username and password, any unique codes and transactions made by you.
- **Contact Data** includes billing address, postal address, email address and telephone numbers.
- **Financial Data** includes bank account and/or payment card details.
- **Transaction Data** includes details about payments to and from you and other details of booked events, trips, conferences and details of products or services you have purchased from us or gifts you have donated to us.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website or other platforms, software and applications managed by The Association.
- **Aggregated Data** such as statistical or demographic data that we may collect and use for any purpose required by The Association to fulfil its services. Aggregated data will not necessarily reveal your identity; however, it might be derived from your personal

data. If at any point, aggregated data will be combined with your personal data and might reveal your identity, The Association will treat it as personal data and will be protected under this privacy notice.

6. How is your personal data collected?

We will use different methods to collect your personal data. These are:

- **Direct Interactions:** you can provide your personal data by filling in a form, or communicating via post, email or phone or any other mean of direct interaction.
- **Automated interactions:** you can provide your personal data by using our website, or PC software, Eventbrite website, Eventbrite mobile application, any other church mobile applications or any other electronic platform the above-mentioned churches use to collect and process data.

Gathered personal data will be used for the purposes mentioned above in section 4.

7. Data Processor(s)

Eventbrite is acting as third-party data processor, for the purpose of liturgy registration and booking during COVID19 Pandemic.

8. Disclosure of your personal data

Your personal data will be treated as strictly confidential, and will be shared only with the clergy of the above churches, your charity appointed Controller(s), your charity Data Processor(s) and your appointed Data Protection Officer (DPO). If the above authorised people share some of your data internally between controllers or any of the authorised parties, it will be shared via electronic means, including emails, file transfer, and will be fully encrypted and password protected.

We will not share your data with third parties outside of the above-mentioned data processors, unless we obtain your consent.

9. 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 the above-mentioned churches holds about you.
- The right to request that the above-mentioned churches correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data to be erased where it is no longer necessary for the above-mentioned churches to retain such data.
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioners Office (ICO).

10. Further processing:

We will use your personal data for the purposes covered in this privacy notice (see section 4). In case we decide to use your data for a different purpose not covered by this privacy notice, we will notify you and explain to you the reasons behind using your personal data for such purpose.

11. How long do we keep your personal data?

The GDPR does not indicate how long we should keep personal data. It is up to the appointed Controllers to justify this based on the purposes of processing such data. Personal data might be kept for safeguarding or legal purposes.

If an individual is no longer an existing member of the congregation of the above-mentioned churches, the Controllers might decide not to delete all his/her personal data but they might need to keep some information to confirm that this relationship existed.

Our appointed Controllers will review whether they still need personal data every two years as a standard retention period, and will decide whether to erase or anonymise it unless there is a clear justification for keeping it for longer.

12. Consent

You will be given a link at the beginning of the liturgy registration process done via Eventbrite to read and grant consent to this privacy notice including all the purposes mentioned in section 4. Where you do not grant consent, we will not be able to use your personal data, (In this case, you will not be able to register for liturgies or receive any communication from the above-mentioned churches regarding any of their related activities or events), except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the purposes at any time by contacting our DPO. Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

13. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact our Charity DPO at: ramezgabriel@ymail.com

You may wish to contact our Controller(s) at: frandrewmalek@gmail.com

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