



Privacy Notice for New Life Church Ministries (Sleaford) Volunteers



Under Data Protection legislation the Board of New Life Church Ministries (Sleaford) ["the Church"] are the Data Controller and the Secretary to the Board acts as the Data Protection Co-ordinator.

We are collecting this information to enable the Church to provide one of a number of community services to appropriate clients within our area of operation, safely and in accordance with normal Safeguarding arrangements. We will hold the minimum of personal data commensurate with our providing a safe and secure service. Data Protection legislation allows us to collect, store and process this information as we regard it as being the Church's legitimate interest. We have come to this conclusion as we would not be able to provide the service without collecting, holding and processing personal information on all our volunteers including directors.

You are free not to provide us with any of the required personal information but that will severely restrict our ability to make effective use of your skills and potential contribution in supporting the work of the Church.

The information you supply will be collected on the appropriate form and held as a paper record in a secure location. It may be added to an electronic database in the future. Electronic records may only be accessed by those with authorised access using appropriate security relative to the tasks being performed.

The records will be destroyed following the conclusion of your contribution to the Church and specifically no later than 6 years from that date. This is to ensure time for any continuing matters and / or safeguarding concerns to be dealt with. All the remaining personal information collected for the purpose of managing the provision will be anonymised and used only for statistical and similar purposes.

We will NOT pass on this information to anyone else without your explicit approval other than provided for safeguarding purposes.

If you are concerned about the way your information is being handled please contact the Data Protection Co-ordinator of New Life Church Ministries (Sleaford). You may do so by telephone to 01529 413063; by email to dataprotection@nlcm.org.uk; or by post to New Life Church Ministries (Sleaford), New Life Centre, Mareham Lane, Sleaford, NG34 7JP. If you are still unhappy you should put your concerns in writing to the Data Protection Co-ordinator, New Life Church Ministries (Sleaford), at the same address for consideration by the Data Controller. If you remain unhappy after their formal response you have the right to complain to the Information Commissioners Office.