



**Privacy Notice for New Life Church Ministries (Sleaford)
Recipients of Community Services**



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 those with specific personal needs an appropriate service, safely and in accordance with normal Safeguarding arrangements. We will hold the minimum of personal data commensurate with our providing that 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 various personal services without collecting, holding and processing this personal information.

You are free not to provide us with any of the required personal information but that will severely restrict our ability to provide any needed personal service suitable to your requirements.

The information you supply will be collected on the application / request form notified by an appropriate agency or individual or directly and then held in that paper form in a secure location. It may also 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. Some of these electronic records are held away from our offices using Cloud-based storage, in this case Dropbox, as a means of internal data sharing.

The records will be destroyed following the conclusion of the provision of the service and specifically within 1 year from that date. This is to ensure time for any Safeguarding and other matters to be dealt with. All the remaining personal information collected for this purpose 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.

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.

