



PRIVACY STATEMENT

1. PURPOSE OF OUR PRIVACY STATEMENT

Under the Data Protection Act and the General Data Protection Regulation (2018), we are required to explain to you why we are asking for information about you, how we intend to use the information you provide to us and whether we will share this information with anyone else. We take data protection very seriously. Protecting personal data has to be treated with confidentiality and integrity.

We can provide this statement in different formats. If you require a copy of this statement, please write to dpo@ukmidcopts.org

2. WHO ARE WE?

The Diocese of the Midlands, known as the Egyptian Christian Orthodox Association for the Midlands (charity no. 515637) and also known as the "Coptic Orthodox Church", registered at Blythe Gate, Blythe Valley Park, Solihull, West Midlands, B90 8AH. Our purpose is to promote the Christian Religion of the Coptic Orthodox Church in the Midlands and throughout the United Kingdom. The Egyptian Christian Orthodox Association for the Midlands, the Coptic Orthodox Church and the Coptic Orthodox Diocese of Midlands are thereafter referred to as "the Charity", "we" or "us" throughout this statement.

As Data Controller the Charity decides how your personal data is processed and for what purposes. Your personal data will be stored in one place on our servers. The Coptic Orthodox Church will be Data Controller for the purposes of operating and discharging its functions at parish and diocesan level.

3. WHO IS THIS STATEMENT FOR?

This privacy statement is targeted at all individuals we interact with:

- Members of our congregation.
- Employed and voluntary staff working for the Charity.
- Members of other Parishes within the Coptic Orthodox Diocese of the Midlands.
- Persons who wish to join the Coptic Orthodox Church or receive information about forthcoming events.
- Donors to the Charity.

4. WHAT IS PERSONAL DATA?

Personal data relates to information about a living individual who can be identified from that data. Identification of individuals can be made by the information 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"). All the information we collect about you will be stored and used by the Charity in accordance with this privacy statement and in accordance with your rights as described in Section 12 of this statement under the Data Protection Act and the GDPR.



4.1 Special categories of personal data

Some of the information which we collect to fulfil our public sector equality duties as well as deliver regulatory objectives will be special categories of personal data (also called sensitive personal data) to which greater protection is provided by the data protection laws. The information which falls within this category includes information about:

- Disability and health
- Gender
- A person's racial or ethnic origin
- Religious or philosophical beliefs
- Political opinions or background

5. HOW DO WE COLLECT AND PROCESS YOUR PERSONAL DATA?

We collect and process your personal data:

- When you complete an online form, update your details on an official website(s), update your information on Facebook page(s) or any affiliated website(s) belonging to us.
- When you communicate or submit information to us through third party applications, software or websites.
- When you submit an online or a manual application or form.
- When you complete a survey initiated by the Charity.
- When you contact us by email, post, telephone or fax.
- When you provide us with your details and details about you or your family such as name, address, contact number, email address, and other social media applications used.
- Information which may be provided to us from other parishes.
- From persons duly authorised by you to provide information on your behalf.
- When you contact us by telephone.
- When you provide services to us or undertake activities which form part of your obligations under the terms of your appointment or our contractual terms.
- Through cookies on our website(s).

6. WHY DO WE COLLECT YOUR PERSONAL DATA?

We collect your personal data to fulfil and promote the functions of the Charity. We use personal data for the following purposes:

- The administration of membership records.
- The facilitation and provision of pastoral care and church services for members of our congregations and beneficiaries of the Charity.
- 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 meet health and safety obligations for any event or service operated by the charity.
- The promotion of spiritual and social events, activities, services and news at a parish and a diocesan level.
- The advancement of the evangelical work both at a parish and a diocesan level.
- Representation of the Coptic Orthodox Church to local and national government levels.
- Representation of the Coptic Orthodox Church to other denominations, religions and charities at both a parish and a diocesan level.
- Fundraising and maintenance of our own accounts and records (including the processing of gift aid applications).
- The management of our employees and volunteers.
- To operate all other services listed in the services register of the charity.



7. 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 registered events 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 charity.
- **Aggregated Data** such as statistical or demographic data that we may collect and use for any purpose required by the charity 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 charity will treat it as personal data and will be protected under this privacy notice.

8. WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

In accordance with the data protection laws, we need a "lawful basis" for collecting and using information about you. There are a variety of different lawful bases for processing personal data which are set out in the data protection laws. The lawful bases on which we rely on in order to use the information which we collect about you for the purposes set out in this notice will be:

Explicit Consent basis: By providing your personal data, you have provided consent to use your information for the provision of our services.

Public Task basis: The use of your information is necessary for carrying out a task in the public interest. Such tasks might be required to fulfil an obligation under employment, social security or social protection law, or a collective agreement.

9. DO WE SHARE YOUR PERSONAL DATA?

We will not share your data with any third parties outside of the Charity without your prior consent save for provisions under clauses 9.1, 9.2 & 9.3. Your personal data will be treated as strictly confidential and will only be processed by authorised members of our Charity for the carrying out of specific services or purposes connected with the Charity. Those authorised members will have received appropriate data protection training.

The information that you provide will be stored securely on our electronic systems. Our security measures and procedures reflect the seriousness with which we approach security and the value we attach to your information. These measures and procedures are audited and reviewed. Any payment transactions will be encrypted (using SSL technology).

9.1 Regulators and other legal obligations

We may also share your information with other bodies with official authority to fulfil our legal obligations. As a Charity whose employees and voluntary staff work with children, we are required by law to have the appropriate clearances to allow this to take place. All members of staff who work with children have their data recorded with the charity. It may be necessary to communicate with official bodies who are responsible for providing and supervising those clearances and to pass on such data as is necessary to fulfil our statutory obligations.

9.2 Other organisations

- We may from time to time need to share or receive information about you from other organisations, such as:
- Other Coptic Orthodox parishes in the United Kingdom.
- The police for the purpose of detection and prevention of crime.
- Organisations with a function of auditing and/or administering public funds for the purpose of detection and prevention of fraud.



9.3 The public

If you are a member and have consented to be a contact point for one of the services of the Charity, some of your details may be available to the public to allow that function to take place.

If you operate in an official capacity for the Charity, or sit on certain committees, panels or advisory pool of experts, or have provided articles for publication on our website(s) some of your personal data may be publicly accessible.

In limited circumstances we may use your information for a purpose other than those set out in this policy. If we intend to do so, we will provide you with information relating to that other purpose before using it.

10. DO WE TRANSFER YOUR INFORMATION ABROAD?

Where you are a point of contact, operate in an official capacity for the Charity, or sit on certain committees, panels or advisory pool of experts, or have provided articles for publication on our website(s) your personal data is accessible internationally.

11. HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

In accordance with our obligations under the Data Protection Legislation, we shall only retain personal data for as long as is necessary for the legitimate purposes for which the personal data is processed.

When those purposes come to an end, we shall securely delete the personal data unless the retention of the personal data is required for archiving purposes which are in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89 (1) of the GDPR or other applicable provisions under the Data Protection legislation.

When one of the above situations arise, we will review the information which we hold concerning you and determine whether there are any legal reasons why we need to continue holding that information. Once the identified purpose comes to an end, unless there is another identifiable purpose for which it is necessary to hold on to your information, we will delete your information.

If you provide information via a survey for research purposes, the information will be deleted or kept in an anonymised format once the information has been analysed and reported upon.

We keep data related to church registers (baptisms, marriages, funerals) permanently.

12. 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 we hold about you.
- The right to request that we correct any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data be erased where it is no longer necessary for us to retain such data. We will not be able to comply with such request where we hold your information to fulfil our
- statutory regulatory and representative obligations.
- The right to withdraw your consent to the processing of your personal data at any time by sending an e-mail to dpo@ukmidcopts.org . All processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.
- The right to instruct us to transmit that information directly to another organisation.

Where you do not grant consent, we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and 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.

13. FURTHER PROCESSING

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.



14. REVIEWING OUR PRIVACY POLICY

This policy will be kept under review and if amended notification will be made to you if you have given us consent to contact you.

15. CONTACT DETAILS

To exercise any relevant rights, queries or complaints, please contact the charity Data Protection Officer at: dpo@ukmidcopts.org

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

Privacy statement version 4.0



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