

# TRUE JESUS CHURCH IN EDINBURGH

## PRIVACY NOTICE

### 1. *Your 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").

### 2. *Who are we?*

The True Jesus Church in Edinburgh is the data controller (contact details provided below). This means we decide how your personal data is processed and for what purposes.

### 3. *How do we process your personal data?*

The True Jesus Church in Edinburgh complies with our obligations under the GDPR by keeping personal data accurate and 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 administer membership records;
- To inform you of news, events, activities and services at the True Jesus Church;
- To carry out pastoral care duties (for example, training, religious education and marriage counselling) and share your data with the True Jesus Church in other regions of the UK and the General Assembly of the True Jesus Church, United Kingdom (UKGA) for this purpose;
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as determined by the True Jesus Church in Edinburgh;
- To fulfil legal obligations;
- To manage our volunteers and employees;
- To fund and promote the interests of the church as a charity;
- To maintain our own accounts and records (including the processing of Gift Aid applications);
- To share your contact details with the True Jesus Church in other regions of the UK as well as the UKGA so that they can keep you informed about news in the church and events, activities and services that will be occurring in all regions and in which you may be interested;
- To prevent and detect crime using CCTV (if this is in place).

### 4. *What is the legal basis for processing your personal data?*

- Processing is carried out by us as a not-for-profit body with a religious aim on the condition that:
  - the processing relates solely to members of the True Jesus Church in Edinburgh or those who have regular contact with us in connection with the purposes mentioned above; and
  - there is no disclosure to a third party out with the True Jesus Church without consent.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid, employment, social security or social protection law.
- Your explicit consent (if given) for sharing your contact details with the True Jesus Church in other regions of the UK as well as the UKGA so that they can keep you informed about their church news, events, activities and services.

## **5. *Sharing your personal data***

Your personal data will be treated as strictly confidential and will only be shared with other church members in order to carry out a service to them or for purposes connected with the church. We will only share your data with third parties outwith the True Jesus Church with your consent unless we are required or permitted to do so by law.

## **6. *How long do we keep your personal data?***

We retain electoral roll data while it is still current; Gift Aid declarations and associated paperwork for up to 10 years after the calendar year to which they relate; and church registers permanently.

## **7. *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 True Jesus Church in Edinburgh holds about you;
- The right to request that the True Jesus Church in Edinburgh corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the True Jesus Church in Edinburgh to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his or her personal data and where possible, to transmit that data directly to another data controller, known as the right to data portability;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioner's Office.

## **8. *Further processing***

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

## **9. *Contact details***

To exercise all relevant rights, queries or complaints, please in the first instance contact the General Affairs Officer of the True Jesus Church in Edinburgh via email at [edinburgh@tjc.org](mailto:edinburgh@tjc.org), or by writing to 15a East Fettes Avenue, Edinburgh, EH4 1DL.

If necessary, you can also contact the Information Commissioner's Office via its website (<https://ico.org.uk>) or in writing to Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**This privacy notice was updated on 18th May 2019.**

In case of discrepancies between the English and Chinese versions, the English version shall apply and prevail.

# 真耶穌教會 萊斯特愛丁堡教會

## 私隱聲明通告

### 1. 閣下的個人資料 — 甚麼是個人資料？

個人資料是指有關一名可被識別的在世人士的任何資訊。識別方法可單憑資料本身或資料控制者持有或可能持有的其他資料。個人資料的處理乃受「一般資料保障規例」（General Data Protection Regulation, 以下簡稱「GDPR」）規管。

### 2. 我們是誰？

真耶穌教會愛丁堡教會（以下簡稱「本會」）乃資料控制者（聯絡資料載於下文），這表示由本會決定如何處理閣下的個人資料及所作用途。

### 3. 我們如何處理閣下的個人資料？

真耶穌教會愛丁堡教會為符合GDPR 所規定的責任而持有準確及最新的個人資料，妥善保存及銷毀有關資料，不作過量收集或保留資料，保障個人資料以防止遺失、濫用或在未經授權的情況下取覽或披露，以及確保利用合適的技術性措施以保障個人資料。

本會將閣下的個人資料用作下列用途：

- 管理信徒紀錄；
- 向閣下提供真耶穌教會的消息、活動及聚會資訊；
- 履行教牧責任（例如培訓、宗教教育及婚姻關懷），以及為此目的而與英國其他地區的真耶穌教會和真耶穌教會英國總會（以下簡稱「英國總會」）分享閣下的資料；
- 有助本會得以為公眾利益而按照教會所訂的特定地域範圍提供志願服務；
- 履行法律責任；
- 管理本會的志願人員及僱員；
- 資助和推動教會作為慈善團體的利益；
- 備存本會的財務賬目及紀錄（包括處理奉獻退稅（Gift Aid）申請）；
- 與英國其他地區的真耶穌教會和英國總會分享閣下的聯絡資料，以讓有關方面向閣下提供教會消息，並閣下可能有興趣參與的各區活動及聚會資訊；
- 使用閉路電視以防止及偵查罪案（若已安裝）。

### 4. 處理閣下的個人資料是基於何種法律依據？

- 本會作為以宗教為宗旨的非牟利機構進行資料處理，惟須：
  - 有關資料處理只涉及真耶穌教會愛丁堡教會之信徒或因上文所提的用途而經常與本會接觸的人士；及
  - 該等資料不會在未經同意下而向第三者披露。
- 資料處理乃因應奉獻退稅（Gift Aid）、受僱、社會保障或社會保障條例而須履行的法律責任。
- 閣下明確同意（如已提供）與英國其他地區的真耶穌教會和英國總會分享閣下的聯絡資料，以讓有關方面向閣下提供教會消息、活動及聚會資訊。

### 5. 分享閣下的個人資料

閣下的個人資料將會絕對保密，惟為了教會信徒的服事工作或與教會相關的用途，才與教會其他信徒分享。除非因法律的規定或准許，本會必須取得閣下的同意，才將閣下的資料與真耶穌教會以外的第三者分享。

## 6. 我們保存閣下的個人資料多久？

本會備存現時最新的選舉名冊資料；由所屬年份之後起計，保存奉獻退稅（Gift Aid）聲明及相關文件最多十年；以及永久保留教會名冊。

## 7. 閣下的權利與個人資料

除非根據 GDPR而獲得豁免，就閣下的個人資料而言，閣下得享下列權利：

- 要求真耶穌教會愛丁堡教會提供其持有閣下的個人資料副本的權利；
- 倘若發現任何個人資料不準確或已經過時，要求真耶穌教會愛丁堡教會更正資料的權利；
- 當真耶穌教會愛丁堡教會無須再保存閣下的個人資料，要求將有關資料刪除的權利；
- 隨時撤回閣下曾同意的資料處理的權利；
- 要求資料控制者向資料當事人提供其個人資料，並盡可能將該資料直接傳送至另一資料控制者的權利，此稱為資料傳輸的權利；
- 當閣下的個人資料的準確性或處理上存在爭議，要求規限進一步處理的權利；
- 反對處理個人資料的權利；
- 向資訊專員公署（Information Commissioner's Office）作出投訴的權利。

## 8. 對資料作出進一步處理

倘若本會欲將閣下的個人資料用作新用途而未有涵蓋於本私隱聲明通告內，本會進行有關資料處理前，將向閣下發出一份新通告以說明新使用方法，列明有關用途及資料處理的條件。當有任何需要，本會就新資料的處理，將事先徵求閣下同意。

## 9. 聯絡資料

為了行使各項有關權利、提出疑問或作出投訴，請閣下首先透過電郵[edinburgh@tjc.org](mailto:edinburgh@tjc.org) 或以書面郵寄至15a East Fettes Avenue, Edinburgh, EH4 1DL 與真耶穌教會愛丁堡教會總務負責人聯絡。

如有需要，閣下亦可透過資訊專員公署（Information Commissioner's Office）網站（<https://ico.org.uk>）或以書面郵寄至Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF與其聯絡。

**本私隱聲明通告於2019年五月更新。**

中、英文本如有歧異，概以英文本為準。