



# Cornerstone Collective Privacy Notice

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## **1. Introduction**

Respecting you and the data you share with us is really important to us. At all times we aim to respect any personal information you share with us and keep it safe. This Privacy Notice sets out the ways in which we use your personal information, your rights and the options available to you regarding the data you provide us with.

## **2. When do you collect information about me?**

When you contact any of the Churches in the Cornerstone Collective, the Collective itself or staff by email, phone or letter you will be giving us information.

There are a number of other ways that you can give us information:

- When contacting or connecting with us
- When completing an online survey
- Signing up to participate in one of our ministry teams or attend a Collective event
- When becoming a covenant member
- When making a donation

Where we have not already done so, we will tell you how and why we intend to use that personal information.

Your personal information may also be available to us from external, publicly available sources.

### 3. What personal information do you use?

We may collect, store and otherwise use the following categories of personal information:

- Your name and contact details, including postal address, telephone number and email address;
- Your position in an organisation, and information related to the work that you do there;
- Your date of birth;
- Your nationality;
- Your financial information, such as bank details, account holder name, sort code and account number;
- Links to your social media (for example, if you contact us through one of our social media formats);
- Photographs taken during Collective events;
- Any other personal information which you choose to share with us or we obtain (see Section 2).

The EU General Data Protection Regulation (“GDPR”) recognises certain categories of personal information as sensitive and therefore requiring more protection, for example information about your health, ethnicity and religious beliefs.

In certain situations, Cornerstone Collective may collect and use these special categories of personal information, for example information about your religious beliefs which you communicate to us. We will only collect and use these special categories of personal information if there is a valid reason for doing so and the GDPR allows us to do so.

### 4. Why do you need my personal information?

We collect and use your personal information in the following ways:

- **To inform you about Cornerstone Collective activities and events**  
When you give us your permission to do so, we will email you with content to keep you up-to-date with Cornerstone Collective activities that we think may be of interest to you.
- **To promote Cornerstone Collective activities and events**  
We may use photographs and/or film events in order to promote our charitable activities on social media or other platforms.
- **To promote Cornerstone Collective activities and events**  
We will use photographs and may film events in order to promote our charitable activities on social media or other platforms.
- **To monitor and understand church membership**  
We will use your data to keep track of church membership, monitor attendance and understand the demographics of the churches of Cornerstone Collective.
- **To process your Internship or Residency application**  
When you apply for an Internship or Residency position through our website or send in your CV we will use this information to consider your application.
- **To claim Gift Aid**  
If you pay tax and have completed a gift aid form will use your information submit a claim to HMRC for this purpose.

- **To process a DBS check**

If you serve as part of our children's ministry you may be asked to complete a DBS check. Please see our Safeguarding Policy for more information.

- **To become a Covenant Member**

When considering covenant membership will may ask for specific and special information as part of our membership processes.

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## **5. Who might you share my information with?**

We will disclose some of your information to agents, statutory bodies and suppliers in order to support the general running of the Cornerstone Collective. Those parties may include (but are not limited to):

- Statutory bodies (for example, HMRC or the Charity Commission);
- Payment processers (for example, banks);
- ID Verification Services: to confirm your identity as part our DBS applications.
- Professional service providers such as accountants and lawyers;
- Regulatory authorities who oversee the work we do.

We do not sell your personal data or information to any third party organisations.

## **6. How Long Will You Hold a Record of My Information?**

We will keep your data for as long as it is necessary to meet our legal obligations and other regulations. However, if before that date (i) your personal information is no longer required in connection with such purpose(s), (ii) we are no longer lawfully entitled to process it, or (iii) you validly exercise your right of erasure, we will remove it from our records at the relevant time.

If you request to receive no further contact from us, we will keep some basic information about you to comply with your request and avoid sending you unwanted materials in the future. Please see our Data Retention Policy for more information.

## **7. What are my rights?**

Where we rely on your consent to use your personal information, you have the right to withdraw that consent at any time. This includes the right to ask us to stop using your personal information or to unsubscribe from our email list at any time.

You also have the following rights:

- **Right of access:** You can write to us to ask for confirmation of what personal information we hold on you and to request a copy of that personal information. Provided we are satisfied that you are entitled to see the personal information requested and we have successfully confirmed your identity, we will provide you with your personal information subject to any exemptions that apply.
- **Right of erasure:** You can request that we delete your personal information from our records as far as we are required to do so. In some cases we may suppress your personal information in order to stop further communications with you, rather than delete all of your personal information.
- **Right of rectification:** If you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated. You can also

ask us to check the personal information we hold about you if you are unsure whether it is accurate.

- **Right to restrict processing:** You have the right to ask for processing of your personal information to be restricted if there is disagreement about its accuracy or legitimate use.
- **Right to object:** You have the right to object to processing where we are (i) processing your personal information on the basis of the legitimate interests we hold (see section 4 above), (ii) or using your information for statistical purposes.
- **Right to data portability:** Where we are processing your personal information (that you have provided to us) either (i) by relying on your consent or (ii) because such processing is necessary for the general operation of the Cornerstone Collective, in either case we are processing your personal information using automated means (i.e. with no human involvement), you may ask us to provide the personal information to you.
- **Rights related to automated decision-making, including profiling:** You have the right not to be subject to automated processing of your personal information.

Please note that some of these rights only apply in certain circumstances. At all times you have the right to make a complaint to the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)) if you think that any of your rights have been infringed by us.

**If you have any concerns or complaints about the way we use your personal information, please contact the Operations Pastor.**

## **8. Other important information**

### **8.1 Security and storage of personal information**

Cornerstone Collective is committed to keeping your personal information safe and secure. We have appropriate and proportionate security policies as well as organisational and technical measures in place to help protect your personal information. Your personal information is only accessible by appropriate staff, volunteers and contractors, and is stored securely with features to prevent unauthorised access.

### **8.2 Lawful basis for processing your personal information**

The GDPR requires us to rely on one or more "lawful basis" to use your personal information. We consider the basis listed below to be relevant:

- Where you have provided your consent for us to use your personal information in a certain way (for example, we will ask for your consent to use your personal information to send you email updates).
- Where necessary so that we can comply with a legal obligation to which we are subject (for example, where we are obliged to share your personal information with regulatory bodies which govern our work and services).
- Where there is a legitimate interest in us doing so. The GDPR allows us to collect and use your personal information if it is reasonably necessary to achieve our or others' legitimate interests (as long as that use is fair, balanced and does not unduly impact your rights).

In broad terms, our "legitimate interests" means the interests of running Cornerstone Collective as a charitable entity and pursuing our charitable aims. When we use your personal information to achieve such legitimate interests, we consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. We will not use your personal information for activities where our interests are overridden by

the impact on you, for example where use would be excessively intrusive (unless, for instance, we are otherwise required or permitted by law).

### **8.3 Links and third parties**

We link our website directly to other sites. This Notice does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit via links on our website.

### **8.4 Children's personal information**

When we process children's personal information where required (for example, for our Children's ministry), we will not do so without their consent or, where required, the consent of a parent/guardian. We will always have in place appropriate safeguards to ensure that children's personal information is handled with due care.

### **9. Who can I contact about data at Cornerstone Collective?**

If you have questions about privacy or have a concern or complaint about our handling of personal data, you can contact our Operations Pastor, who will investigate the matter: **anna@cornerstone-collective.org**, Ramilies Road Chapel Building, Ramilies Road, Liverpool L18 1ED

### **10. Changes to this Notice**

We may update this Notice from time to time. We will notify you of significant changes by contacting you directly where reasonably possible for us to do so and by placing an updated notice on our website. This Notice was last updated on 19 May 2018.