



**THE GREEK ORTHODOX CHURCH & COMMUNITY OF COVENTRY
ARCHDIOCESE OF THYATEIRA AND GREAT BRITAIN**

DATA PROTECTION: PRIVACY POLICY

This Privacy Policy explains how the Greek Orthodox Community of Coventry deals with the use of your personal data and shows its compliance with the General Data Protection Regulation which came into force on 25 May 2018. If you have any questions or concerns regarding your personal information or any queries with regard to our use of your data please contact us using the contact details on our website or any member of the church committee.

INFORMATION HELD AND USED

The information that we have on you that is your name, address, telephone number and e mail address would have been freely supplied by you, so that we can contact you to provide you with information regarding church services or notifications of organised religious, social, cultural or fund raising events. In addition if you were baptised and or married at our church we would have details of your date and place of birth, date of birth and marriage together with the names of your parents, god parents and your marriage witnesses.

This data is used purely for administrative purposes and it is not shared with or processed by any other organisations other than the Archdiocese where we register your birth, marriage and death. This data is stored securely in both hard copy and/or electronic copy.

We ensure that the provisions and obligations imposed by the Data Protection Act 1998 and the General Data Protection Regulation which came into force on 25 May 2018, regarding the storing and processing of personal data, are complied with at all times. We may use your information to send you news about our church services and events which we think may be of interest to you. We may contact you by post, email, or telephone for these purposes. We will never share or pass your personal data to anyone else, except where it is required by the Archdiocese for administrative reasons.

SECURITY OF INFORMATION AND OTHER WEBSITES

All information you provide to us is stored securely. However given the hazards facing the internet the information held on computers is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data not being hacked on our site. Once we have received your information, we will use strict procedures and security features to try to prevent

unauthorised access. If we suspect that your data has been compromised we will follow procedures and inform the Information Commissioners Office ICO).

Our web site may contain links to other web sites which are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours.

IDENTITY & CONTACT DETAILS OF THE DATA PROTECTION OFFICER

The Greek Orthodox Community of Coventry are committed to protecting and respecting your privacy whilst remaining compliant with The General Data Protection Regulation (EU GDPR) and the Data Protection Act (DPA). This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be used /processed by us. We have appointed the Chairman of the Church Council to be the person responsible for ensuring compliance with The General Data Protection Regulation. Any questions or concerns regarding the use of your data. **You can contact Mr Costas Mairoudhiou via the address at: Westwood Heath Road, Westwood Heath, Coventry, CV4 8GP**

RIGHTS OF DATA SUBJECTS

As an individual you have the right to request access to, and the rectification or erasure of personal data that we hold about you as well as a right to object to and to a restriction of our use of your personal data at any given time. You can do this through the contact details provided above or you can exercise the right at any time by contacting any member of the church committee. You will receive a response within two working days.

You also have a right to lodge a complaint with the Supervisory Authority (Information Commissioners Office (ICO) in the UK – at www.ico.org.uk), should you feel that we have not handled your information in line with legislative and regulatory requirements.

CONSENT

We are required to obtain consent from individuals in order to send them unsolicited electronic messages. We have asked for and received your consent to include you on our e mailing service. If you wish to continue to receive emails regarding church services and various events you do not need to do anything. If however you no longer wish to receive communications via e mail you have the right to withdraw consent at any time

PROVISION OF SERVICES TO PARISHIONERS

The legal basis for collecting and processing personal data for the purpose of providing services to our parishioners is either to fulfil our obligations under the Constitution of the Archdiocese or to meet our obligations under agreements reached by the General Assembly of our community members to provide various services and deliver projects.

RETENTION PERIOD

We will retain personal information collected for as long as such information is relevant to our needs to provide agreed services, unless there has been a request to remove a parishioner from the mailing list; or as defined by our obligations under the Constitution of the Archdiocese.

PROCUREMENT OF SERVICES

The legal basis for processing personal data for the purpose of procurement is the pursuit of our legitimate interest in maintaining efficient and effective procurement processes. Personal data we collect from suppliers and prospective suppliers is usually supplied directly by them or their employer. We will retain personal information we collect through our procurement processes for as long as we need to comply with accounting and taxation rules, policies and conventions.

CHANGES TO OUR PRIVACY POLICY

We may change this Privacy Policy from time to time. If we make significant changes in the way we treat your personal information, or to the Privacy Policy, we will make that clear on our websites or by email, so that you are able to review the changes.

Date Reviewed: 9 January 2019

Date Adopted by Church Committee: 6 February 2019

Signed on behalf of Church Committee: