

Privacy Policy

At Lake Road Chapel (LRC) we are committed to protecting and respecting your privacy. This policy explains why, when and how we collect personal information, and how we use it.

Why do we collect information from you?

So that we can manage, administer and promote the life of the church, administer financial transactions and donations, administer any church events and use of the church premises by others, and comply with a legal or regulatory obligation.

How do we collect information from you?

We use different methods to collect data from and about you. You may give us your identity, contact and financial details by filling in forms or by corresponding with us by post, phone, email, our website or otherwise. This includes personal data you provide when you get involved in the life of church through one of our services or activities, or by completing a giving envelope. We will only accept personal data about you from someone else in exceptional circumstances – for example when a relative asks us to contact you or visit you.

What type of information is collected from you?

Personal information such as your name, address, email address and phone numbers, marital status and gender. If you are a supplier or contractor we may collect bank account details from you. If you attend a children's activity, you will give us details of the child in your care. Once a child reaches the age of 13, we will accept personal details from them.

How is your information used?

Primarily to contact you and keep in touch. As a church, we hold records of the people in our congregation, pastors and officers of other churches, visitors, club and activity members and use this information to coordinate church activities and to keep you informed of things happening in the life of the church.

We also collect and use information about our suppliers, contractors, and personnel working for relevant public bodies. This information is used to manage and administer the church and to carry out our charitable purposes. We will only use your personal data when the law allows us to, where it is necessary for our legitimate interests - and your interests and fundamental rights do not override those interests. We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

We are legally required to hold some types of information to fulfil a statutory obligation (for example the collection of Gift Aid). We will hold your personal information for as long as is necessary for the relevant activity or as long as legally required, and thereafter until we decide to delete it. Security precautions are in place to prevent the loss, misuse or unauthorised alteration of your information.

Who has access to your information?

Members and regular worshippers share their contact details (but we will always ask you if you wish to be included in that process); otherwise only the officers of LRC, our website administrator and other members of the church who have particular responsibilities. We will not sell or rent your information to third parties or share your information with third parties for marketing purposes. If there is ever the need to pass your information to a third party, we will always ask your permission.

How can you access and update your information?

The accuracy of your information is important to us. If you change any contact details, please tell the Church Secretary. You have the right to ask for a copy of the information LRC holds about you.

