



Portsmouth Chinese Christian Church Privacy Data Protection Policy

This privacy policy sets out how Portsmouth Chinese Christian Church (PCCC) uses and protects any information that you give us. This policy is effective from 1 November 2023.

PCCC will only collect and store information on you for the purpose intended. In order to prevent unauthorised access to your name or other details we will only use secure machines which have up-to-date virus protection and that are physically secure. All electronic files containing personal details are password protected and can only be accessed by those authorised by PCCC.

PCCC are committed to ensuring that your information is kept safe and secure, and will NOT pass your personal information (such as your name, contact details, date of birth, sex etc). to any third party companies or use this information in an unlawful manner.

Through the right of access, you may request details of personal information which we hold about you. If you would like a copy of the information held please ask a member of the church council.

If you believe that any information we are holding about you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.

Our contact details

Name: Mr Derek Ma (Data Protection Lead)

Address: Wesley Centre, 128 Fratton Road, Fratton, Portsmouth PO1 5DD

Phone Number: 07514 229990

E-mail: portsmouthccc@hotmail.com or portsmouthcccuk@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Name
- Contact details: email address, mobile and/or landline number, home address
- Sex, Occupation, Date of Birth and Marital Status
- Faith: Christian or non-Christian
- Church life and participation in its activities (in the UK and abroad)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Inform you about activities at PCCC
- Maintain contact with you through PCCC

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting any one of PCCC's council members.

How we store your personal information

Your information is securely stored.

We keep all your information listed in "The type of personal information we collect" for six years or as long as you remain a member of PCCC. We will then dispose your information by:

- a) Shredding hard copies.
- b) Deleting electronic copies from all electronic storage devices.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at portsmouthccc@hotmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us and raise your concerns to PCCC council members.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>