



# **Word of Faith Centre (The Apostolic Church)**

## **Data Privacy Policy**

**Word of Faith Centre, Luton & Bedford**  
**The Apostolic Church**  
**Data Privacy Policy**

**Change History**

<b>Version</b>	<b>Content Changed</b>	<b>Date</b>	<b>By Whom</b>
0.1	First Draft	22/05/18	Adwoa Akuoko
0.2	Revised following review	30/05/18	Adwoa Akuoko
1.0	Approved by Ps Fred	05/06/18	Adwoa Akuoko

**Reviewers & Approvers**

<b>Name</b>	<b>Office</b>	<b>Role</b>
Fred Lamptey	Senior Pastor	Approver
Kingsley Blake	Associate Pastor	Reviewer
Niyi Obembe	Associate Pastor	Reviewer
Laverne Anamelechi	Officer	Reviewer
Kofi Akuoko	Officer	Reviewer

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## **Privacy Statement**

This Privacy Policy covers the way Word of Faith Centre (WoFC), (an unincorporated registered charity) uses and discloses personal information that you may provide us with.

Personal information includes any information that identifies you personally, such as your name, email address or telephone number.

We recognise that your privacy is very important and so we want you to be confident about the way we handle your personal information. We have outlined below how we collect, use, disclose, and protect this information.

The data controller for your personal data under this statement is:

Word of Faith Centre,  
27-29 Alma Street,  
Luton, LU1 2PL.

The new data protection regulation stipulates the appointment of a data protection officer who has responsibility for advising us on our data protection obligations. The data protecting officer for WoFC is Adwoa Akuoko. You can contact her by email at [dpo@wofc.org.uk](mailto:dpo@wofc.org.uk) or by mail to the address above.

## **How We Collect Your Information**

We receive and store personal information provided by you:

- When you provide your details as an attendee for pastoral care.
- When you apply to join any of the ministries that operate in WoFC.
- When you register to undertake a class run within WoFC (eg Discipleship, Heart of Worship etc).
- When you place an order in the bookshop.
- When donating and registering for gift aid.
- When you request access to our membership page on our website.
- When your child/children/ward attend our junior church.
- If you do any work on behalf of WoFC which requires processing of data.
- When you contact us via our website.

We also collect personal information in the form of images, through photography during some services such as our annual retreat, baptismal services, and birthdays and via CCTV.

In addition personal information may be collected if you voluntarily complete one of our surveys.

## **How We Use Your Information**

We collect information about you for:

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- The administration of the church (as in pastoral care – calls & visits, ministerial purposes – for planning and preparing of rotas, in some cases photographs will be used on the church's website for publicity purposes).
- Managing the Junior Church (as in Sunday school registers, football club, YCA1 etc.)
- For the preparation of birthday cards on the anniversary of an individual's birth.
- For correspondence – welcome letters to new Christians etc.
- Statistical returns – for gaining a better understanding of church demographics. These returns are collated and passed to head office, but do not include any personal data.

We use your data only when:

- You have given explicit consent.
- It is in our legitimate interest e.g. the data you've provided to us is necessary for us to provide you with a service.

Where sensitive personal data is requested when you subscribe to be added to our databases (e.g. about your faith), a 'prefer not to say' option is additionally provided. The legal basis for processing sensitive data is similar to that for data more generally; explicit consent and legitimate interest.

### **Disclosure of Information**

We will not share your personal information with other organisations for marketing purposes unless you give your explicit consent on a case by case basis.

We may share your personal information with certain third parties including:

- Other churches – if you request us to pass on your information either to them or from them (if you move)
- Support services and benefits providers (e.g. local authorities, your doctor)
- Our software providers who need to see your information in order to keep our website up and running
- Analytics and search engine providers who analyse information about your use of our website and help us to tailor the product and offers that we offer to you and other users

### **Storage and Security of Personal Information**

WoFC will use all reasonable endeavours to ensure that when you provide your personal information it is done in a secure and confidential environment. When the information is no longer needed it will be destroyed or permanently rendered anonymous.

### **Controlling Your Personal Information**

If you no longer wish to remain on any of our databases / lists, you can ask for your data to be removed at any time by making a request to [dpo@wofc.org.uk](mailto:dpo@wofc.org.uk).

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You can also contact us directly to request information we hold about you, ask for amendments to or erasure of this information, or require that processing is restricted in line with your request. It may take up to 30 days to process your request.

**Complaints**

If you have any queries about this Privacy Policy or how we use your personal information, please contact our data protection officer Adwoa Akuoko at [dpo@wofc.org.uk](mailto:dpo@wofc.org.uk).

If you consider that your personal data has been misused or mishandled, you may complain to the Information Commissioner, who is an independent regulator. Please follow this link to their website: <https://ico.org.uk/>