

EVANGELISCHE SYNODE DEUTSCHER SPRACHE IN GROSSBRITANNIEN

Synod of German-Speaking Lutheran, Reformed and United Congregations in Great Britain
Council for German Church Work - 10 Sandwich Street - London WC1H 9PL
contact@german-church.org.uk - www.ev-synode.org.uk



General privacy notice

This privacy notice tells you what to expect us to do with your personal information.

Our contact details

Telephone: +44 (0)20 3095 3055
Email: contact@ev-synode.org.uk

What information we collect, use, and why

We collect or use the following personal information for **service updates or marketing purposes**, e.g. sending out newsletters or otherwise providing information or advice about events or administrative matters:

- Names and contact details
- Records of consent, where appropriate

We collect or use the following personal information for **recruitment purposes**:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (e.g. job application, employment references or secondary employment)
- Education history (e.g. qualifications)
- Right to work information
- Details of any criminal convictions (e.g. Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks). Criminal convictions data is held in accordance with Article 10 of the UK GDPR and stored and deleted securely in accordance with the applicable legal provisions.

We collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details
- Address
- Witness statements and contact details
- Information relating to health and safety (including incident investigation details and reports and accident book records)
- Correspondence

We collect or use the following personal information to **provide information about church activities and the administration of our congregations**:

- Names and contact details
- Addresses
- Date of birth
- Dietary information (including allergies and health conditions)

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- Records of meetings and decisions
- Payment details (including card or bank information for transfers and direct debits)
- Records of consent, where appropriate

Lawful bases and data protection rights

Under the UK GDPR, we must have a lawful basis for collecting and using your personal information. The lawful basis depends on the purpose of processing. Below, we outline the lawful bases we rely on and how they affect your data protection rights.

Our Lawful Bases for Processing Your Personal Data

1. Consent

We rely on your consent for specific processing activities where we require your permission. Consent is obtained through our online form or otherwise in writing, after providing you with all the relevant information. For example:

- Sending out newsletters, information about events hosted by us or our member organisations, information about training or information events and activities
- Storing and using dietary information you provide
- Storing and using emergency contact information you provide

Your Rights: You have the right to withdraw your consent at any time. We provide an unsubscribe link in our newsletters; or alternatively you may contact us using the contact information at the top of this Privacy Notice. If you withdraw consent, we will stop processing the relevant data unless we have another lawful basis to do so.

2. Contract

Processing is necessary for entering into or performing our contract with you. For example:

- Recruitment and managing your volunteering agreement and relationship with us
- Implementing contracts as part of our relationship with our member congregations

Your Rights: You may not object to processing under this basis if it is essential to fulfill contractual obligations

3. Legal Obligation

Processing is necessary to comply with our legal obligations. For example:

- Providing information to government agencies in case of incidents or complaints
- Retaining certain data for statutory record-keeping requirements
- Retaining data for recruitment and volunteer management purposes

Your Rights: Under this basis, your right to erasure, objection, and data portability may be restricted.

4. Legitimate Interests

Processing is necessary for our legitimate interests or those of a third party, provided your rights do not override these interests. In this case we're collecting or using your information because it

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benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. For example:

- Responding to queries or complaints
- Managing internal operations such as audits and training
- Ensuring the security of our premises and systems
- Communicating with you about administrative matters

Your Rights: You have the right to object to processing under legitimate interests. If you object, we will stop processing unless we demonstrate compelling legitimate grounds.

Where we get personal information from

- Directly from you
- Our member congregation charities

How long we keep information

We keep your personal information for as long as we have a legitimate use for it or for as long as the law requires us to. For general contacts and membership data, this means a maximum of 12 months after the end of such use or legal retention obligation, or until you withdraw your consent.

Who we share information with

We never share your information for commercial purposes. Where your information is shared, this is exclusively in order to aid and enable our operations and relationship with you and our member congregations.

Others we share personal information with

- Organisations we need to share information with for safeguarding reasons, e.g. the Disclosure and Barring Service or the Designated Local Authority Safeguarding Officer
- In individual cases (e.g. in the context of communicating about a recruitment round in our congregations), our partner organisation, the German Protestant Church (*Evangelische Kirche Deutschland, EKD*)
- In individual cases, other member congregations (e.g. to connect you with other members for information exchange)
- Organisations we're legally obliged to share personal information with

International Data Transfers

We do not transfer your personal data outside the UK or European Union.

Automated Decision-Making and Profiling

We do not use any automated decision-making or profiling when processing your personal data.

Security Measures

We use appropriate technical and organizational measures to protect your personal data, including encryption, access control, and secure storage. These measures are regularly reviewed to ensure data remains secure.

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Data Breach Notification

In the event of a data breach affecting your personal data, we will notify:

- Impacted employees and volunteers, including part-time staff.
- The Synod Council.

Additionally, we will report the breach to the Information Commissioner's Office (ICO) if required under UK GDPR.

Policy Update Notification

You will be informed of any material changes to this Policy through our website and our regular newsletter.

Your Data Protection Rights

You have the following rights under the UK GDPR:

- **Right to Access:** Request copies of your personal data and additional details about how and why we process it.
- **Right to Rectification:** Ask us to correct inaccurate or incomplete data.
- **Right to Erasure ("Right to Be Forgotten"):** Request deletion of your data in certain circumstances, such as when it is no longer needed.
- **Right to Restriction:** Request limits on how we process your data.
- **Right to Object:** Oppose data processing based on legitimate interests or for direct marketing.
- **Right to Data Portability:** Request transfer of your data to another organization or yourself, where processing is based on consent or contract.
- **Right to Withdraw Consent:** Revoke consent at any time for processing based on consent.

How to Exercise Your Rights

You can contact us using the details provided in this Privacy Notice to make a request. We will respond without undue delay and within one month, as required by law. There may be circumstances where some rights do not apply, such as when processing is required to comply with legal obligations.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

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Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113
Website: <https://www.ico.org.uk/make-a-complaint>

Document Name	General Privacy Notice
Document Owner	Board of Trustees - Synodrat der Evangelischen Synode deutscher Sprache in Großbritannien
Key Author(s)	Lena Bull, Lutz Lemmer
Version Number	Version 1, replacing the previous Privacy Notice of 2018
Approval	by: Board of Trustees on: 24 February 2025
Date for Next Review	Feb 2028 or earlier where relevant