

This Privacy Notice explains how we will collect, use, disclose and protect your personal data. The Notice applies to any person or organisation using a training course run by New Ground Churches (NGC).

NGC will process your personal data in accordance with the General Data Protection Regulations (GDPR).

### **What information do we collect from you?**

We collect personal information from you, such as your contact and financial details. We may also hold special category data, such as physical or mental health and dietary requirements. This is to ensure we are able to make suitable provision for you.

### **How is your information collected?**

We collect and store your information directly from you when you make an application.

### **How do we use your information?**

We use your personal data for the administration of training course and so that we are able to provide a range of services and support to you. We will share your information with volunteers outside of the NGC team where there is a justified operational need to do so, in order that we can provide you the best service and ensure your training is organised to the best of our ability. Your contact details are stored in a secure web-based location.

The legal basis that we use for processing your information is contractual.

### **Who do we share your information with?**

We do not and will not share or sell any of your personal information to anyone outside of NGC including third parties. In emergency situations, i.e. a life or death situation, NGC may share your personal data, including sensitive personal data with organisations /individuals such as a medical professional and police service.

We do share your information with the training venue, where appropriate, to meet the required service delivery standards. The company providing the web-based application system also has access to your data. In all cases, we have signed Data Sharing Agreements in place to protect your data.

### **How secure is your information and how long is it kept?**

NGC has a robust Data Protection Policy in place to protect your information. All staff and volunteers have a responsibility to make sure that your data is handled securely. A copy of the Policy can be found on the website: [newgroundchurches.org](https://newgroundchurches.org), this also includes our data retention schedule.

### **What are your rights?**

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Data Protection Officer at [admin@newgroundchurches.org](mailto:admin@newgroundchurches.org). You also have the right to ask for information, which you believe to be incorrect, to be rectified.

### **Who do I contact for further information or if I have concerns?**

In the first instance please contact NGC's Data Protection Officer at [admin@newgroundchurches.org](mailto:admin@newgroundchurches.org). If you are not happy with the way NGC has handled your concern or complaint then you may submit a complaint to the Information Commissioner's Office, further details can be found at:

<https://ico.org.uk/concerns/>