

**This Privacy Policy explains how Oasis Christian Centre handles the personal information of its employees, members, friends, volunteers and contacts.**

## **Who are we?**

Oasis Christian Centre is an Elim Pentecostal Church.

2 Plymouth Road

Redditch

B97 4QB

We can be contacted in writing at the above address or on email at [admin@oasischristiancentre.org.uk](mailto:admin@oasischristiancentre.org.uk)

Our Data Protection Officer is **Rachel Jewson** who can be contacted at the above address or email at [rachel@oasischristiancentre.org.uk](mailto:rachel@oasischristiancentre.org.uk)

We last updated this Privacy Statement on *12<sup>th</sup> April 2018*

## **Personal Information you give us**

We *may* collect personal information about you when you:

- Fill in our "Contact Details" form
- Register on our web-site.
- Fill in a Gift Aid Form
- Fill in a Form relating to children or young person permissions.
- Contact us via email or by telephone for any reason
- CCTV recording
- Applying to Volunteer

We *may* collect the following information about you:

- your name and address
- your contact details including email address and telephone number
- your date of birth
- your nationality
- your family status
- your bank details when a standing order form is completed.
- notes in relation to our contact with you
- children/youth emergency medical details

## **Personal Information we collect from other organisations**

- We do not collect information about you from other organisations.

Oasis Christian Centre, 2 Plymouth Road, Redditch, Worcestershire, B97 4QB. 01527 585926

[admin@oasischristiancentre.org.uk](mailto:admin@oasischristiancentre.org.uk)

[www.oasischristiancentre.org.uk](http://www.oasischristiancentre.org.uk)

Oasis Christian Centre is an Elim Pentecostal Church, Elim foursquare Gospel Alliance,  
Registered Charity No. 251549 (England and Wales)

## How we use your Personal Information

Any personal information that you give to us is used for church purposes in the following ways:

- To operate children and youth activities in a safe and secure manner.
- To process gift aid donations.
- To ensure that we comply with our safeguarding obligations.
- To comply with our legal obligations or as otherwise required by law or regulation, for example marriage registers.
- To provide you with information about church news and events.
- To provide you with information about fundraising activities.
- To provide you with church prayer requests.
- To make up rotas for servicing church events.
- To help us to analyse and tailor the events and services that we provide in order to meet the spiritual needs of the congregation.

You can opt out of receiving church news and information via the 'unsubscribe' link found within the email or by contacting [admin@oasischristiancentre.org.uk](mailto:admin@oasischristiancentre.org.uk).

In order to operate our church activities certain people within the church will have access to your data, these include Pastors, Lifegroup Leaders, children and youth workers and administrative staff. These people will only have access to the information they need to perform their role for the time period required. So, for example, a Lifegroup leader will have contact details for their group but not for the church as a whole. All data will be stored centrally.

## How we Make Contact with You

We contact people via phone, email, letter or text message. If you would prefer not to be contacted in one, or more, of these ways (eg. You do not wish to receive text messages) please let us know by contacting [admin@oasischristiancentre.org.uk](mailto:admin@oasischristiancentre.org.uk).

## Sharing your Personal Information

We may share your information with carefully-selected third parties including:

- Mailchimp website in order to send out 'church-wide' emails.
- Church Tools – our church 'online' database system.
- Google Mail/Contacts/Calendar/Drive – our email provider.
- Elim International Centre – in order to claim gift aid on relevant donations.
- Quickbooks – employee payment information
- Podio – youth information database
- Whatsapp – for Livewires parents ONLY. Used in 'broadcast' mode so that individual phone numbers are not seen.

## Where we store your personal information

Any personal information that we provide to you will be held within Oasis Christian Centre.

All information you provide to us is stored securely either on password protected computers, (Google Drive/Church Tools/Mailchimp) mobile devices or on paper in a locked filing cabinet. Information will only be stored on Oasis Christian Centre sites (including charity shops where applicable).

## Retention of information

We only hold your personal information for as long as necessary for the purposes for which we collected your information. When a person stops attending Oasis Christian Centre their contact information will be kept for up to 6 months (unless otherwise requested) and then deleted.

## Your rights

### Changing or deleting your information

You can ask us at any time to change, amend or delete the information that we hold about you. However if you do ask us to delete your contact details we will no longer be able to provide contact or pastoral care.

We have a legal duty to maintain certain information (for example Gift Aid records must be stored for 7 years) even if the donor has left Oasis Christian Centre.

## Access to information

You have the right to access information that we hold about you. If you wish to receive a copy of the information that we hold please contact Rachel Jewson.

If you are unhappy with how Oasis Christian Centre has handled your data please contact the Data Protection Officer. If you have contacted the Data Protection Officer and are still not happy with the result, then you have the right to complain to the Information Commissioner's Office. They can be contacted as follows:

Website: [www.ico.org.uk](http://www.ico.org.uk)

Telephone: 03031231113

Address: Information Commissioners Office  
Wycliffe House

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Wilmslow  
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SK9 5AF

