



DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

The Anglican Church of Luxembourg is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Anglican Church of Luxembourg office complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- to administer membership records;
- to fundraise and promote the interests of the church and the charities we support;
- to manage our employees and volunteers;
- to maintain our own accounts and records;
- to inform you of news, events, activities and services in connection with our church.
- to share your contact details with the Diocesan Office so they can keep you informed about news in the Diocese and events, activities and services that will be occurring in the Diocese and in which you may be interested.

4. What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events, activities and services.

Processing is necessary for carrying out legal obligations under employment, social security or social protection law, or a collective agreement.

Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:

- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared for purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

6. How long do we keep your personal data?

We retain Electoral Roll data for up to six years and Contact List data while it is still current; and parish registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- the right to request a copy of your personal data which the Anglican Church of Luxembourg holds about you;
- the right to request that the Anglican Church of Luxembourg office corrects any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for the Anglican Church of Luxembourg to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing.
- The right to lodge a complaint with the Luxembourg Data Protection Commission:
Commission nationale pour la protection des données
1 avenue de Rock'n'Roll
L-4361 ESCH-SUR-ALZETTE
Tel: 26 10 60-1

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

If you have any queries or complaints please contact the Anglican Church Office, Centre Jean XXIII, 52 rue Jules Wilhelm, L2728 Luxembourg or office@anglican.lu.