

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.

2. Who are we?

The Anglican Church of Luxembourg is the data controller (contact details under 10. below). This means that in accordance with the General Data Protection Regulation (GDPR) it decides how your personal data is processed and for what purposes.

3. What is ChurchSuite?

The Anglican Church of Luxembourg relies on the ChurchSuite platform to store and organize all of our Church contacts. We collect, with your permission, any or all of the following categories of data that you choose to disclose: full name, email address, date of birth, marital status, spouse name, childrens' names, mobile/landline phone numbers, residential address, languages, nationality, services attended and church activities. Your voluntary subscription to the ChurchSuite platform can be changed at any time and you can unsubscribe using the unsubscribe link in the footer of emails sent out by the Anglican Church of Luxembourg. For more information on how your personal data may be handled in the context of the ChurchSuite platform, please refer to the ChurchSuite Privacy Policy (<https://churchsuite.com/privacy-policy/>).

4. How do we process your personal data?

The Anglican Church of Luxembourg 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. On ChurchSuite you are responsible for keeping your contact details up-to-date and for removing your details when you no longer wish the Anglican Church of Luxembourg to have them.

We use your personal data for the following purposes: -

- to enable us to meet all legal and statutory obligations
- to maintain accurate records of our electoral roll and administer membership records;
- to communicate with members and contacts using the ChurchSuite platform, through email or other contact information provided;
- to minister to you and provide you with pastoral and spiritual care and to organize ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals;
- to maintain up-to-date safeguarding records as required for all employees, Church officers and voluntary workers;
- to deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public;
- to fundraise and promote the interests of the Church and the charities we support;
- to manage our employees and volunteers;
- to seek your views or comments;
- to inform you of news, events, activities and services in connection with our Church.
- to notify you of changes to our services, events and role holders;

- to send you information that may be of interest to you;
- to maintain our own accounts and records;
- to process donations that you have made.

5. 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.

6. Sharing your personal data

Your personal data will be treated as strictly confidential. Members are in control of their own data in ChurchSuite and can choose to show or hide data to other members of the Church for purposes connected with the Church. Clergy, administrators and other authorised persons may use your data to manage activities of the Church such as volunteering and rotas. Disclosure to third parties is not made without your explicit consent.

7. How long do we keep your personal data?

We retain Electoral Roll data for up to six years (while it is still current) and paperwork associated with donations for up to six years after the calendar year to which they relate. The chaplaincy registers (baptisms, marriages, funerals) are retained permanently. On ChurchSuite you are responsible for keeping your contact details up to date and for removing your details when you no longer wish the Anglican Church of Luxembourg to have them.

8. 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 to request that the data controller provides the data subject with his/her personal data and where possible, to transmit that data to another data controller (known as the right to data portability);
- 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 object to the processing of personal data, understanding that this may limit access to some activities within the chaplaincy;

- The right to lodge a complaint with the Luxembourg Data Protection Commission:
Commission Nationale pour la Protection des Données
15 boulevard du Jazz
L-4370 BELVAUX
Tel: 26 10 60-1

9. 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.

10. 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.

14 November 2022