



## DATA PRIVACY NOTICE

### LEAD – A part of the Revelation Church London (RCL) Charity

#### 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 (the "GDPR").

#### 2. Who are we?

Revelation Church London is the charity by which the LEAD course is run and 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?

LEAD 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 enable LEAD to provide a service for the benefit of current students on the LEAD course.
- To communicate to current students information that is relevant to the course that they are undertaking.
- To track payment of course fees.
- For financial records
- For communicating with past students about matters relevant to further training (subject to consent)
- For research & archiving purposes such as past course statistics (in anonymous and non-identifiable form)

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

- *legitimate interest*: Processing of student details for the purposes of providing the services which the LEAD course entails comes under the legal basis of *legitimate interest* – that is, the processing of student data is necessary and in the interest both of the data controller (LEAD) and the data subject (student). Processing under the basis of legitimate interest would include:
  - Processing applications of students (including communicating with their chosen referee).
  - General communications directly relevant to the LEAD course
  - The reasonable use of photos and videos containing LEAD students for the purposes of promoting LEAD. If you are in a LEAD photo or video and do not wish us to use it, then please do let us know.



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- *Explicit Consent* is the legal basis for keeping data beyond the duration of the course for the purpose of further communication.
- *Legal Obligation* is the basis for keeping financial records which contain some present and past student data as well as the processing of course fee invoices.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other students and teachers in order to carry out a service to other students or for purposes connected with LEAD. We will only share your data with third parties outside of LEAD with your consent.

## **6. How long do we keep your personal data?**

We keep your personal data for as long as the duration of the course (legitimate interest) and subject to explicit consent (for the purposes of research or ongoing communication) until consent is withdrawn.

We are legally obliged to keep financial records for a period of 6 years, after which your personal data will be expunged.

## **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 LEAD hold about you.
- The right to request that LEAD correct 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 LEAD to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## **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



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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**

To exercise all relevant rights, queries of complaints please in the first instance contact [LEAD@revelationchurch.org.uk](mailto:LEAD@revelationchurch.org.uk). To contact Revelation Church London specifically, please email [admin@revelationchurch.org.uk](mailto:admin@revelationchurch.org.uk).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.