



## **COVID-19 PRIVACY NOTICE**

This notice explains how Maybridge Community Church (MCC) will process your data during the COVID-19 pandemic in compliance with the NHS Test and Trace scheme.

### **1. Who we are**

MCC is the data controller of your data. MCC respects your privacy and is committed to protecting your personal data at all times.

### **2. The information we collect about you and why we need it**

MCC collects your data in order to process your booking for Sunday Services or other church events and to understand how we should best cater for all those attending. We also collect your data for the purpose of supporting the NHS Test and Trace scheme, as requested by the government. This data includes the following:

#### **Staff and volunteers**

- the names of the staff and volunteers who worked at the premises;
- a contact phone number for each member of staff and each volunteer;
- the dates and times when working at the premises;

#### **Church Partners, attendees, guests and visitors**

- the name - if there is more than one person, then we will record the name of the 'lead member' of the group and the number of people in the group;
- a contact phone number for each person, or for the lead member of a group of people;
- date of visit, arrival time and, where possible, departure time;

#### **In summary, NHS Test and Trace Scheme:**

- provides testing for anyone who has symptoms of COVID-19 to find out if they have the virus;
- gets in touch with anyone who has had a positive test result to help them share information about any recent contacts they have had; and
- alerts and notifies those contacts, where necessary, that they may need to self-isolate.

**This NHS Test and Trace scheme is voluntary. Hence you may request we do not share your details with the NHS for Test and Trace purposes. We will still be required to collect your details, however, to register you for the Sunday service or other events you are attending. If you do not want to participate in the NHS Test and Trace scheme, please do not tick the opt-in box on the registration page.**

**If you choose to scan the NHS Test and Trace QR Code (displayed at the church and at St Oscar Romero's School) via the NHS app, you consent to the terms and conditions of that NHS system.**

### **3. Lawful basis**

To process your data for Test and Trace purposes, we rely on your:

- **Consent** - we need your consent in order to collect your name and contact details to share with the NHS for Test and Trace purposes when requested. You will give us your consent by ticking the opt-in box on the registration page

You can withdraw your consent at any time after giving your details by letting us know you no longer want us to keep or share your personal data for the purpose of Test and Trace, however, once we have given your details to the NHS we will no longer be able to prevent the processing. To withdraw your consent please email [info@maybridge.org.uk](mailto:info@maybridge.org.uk). We will continue to process your booking data, unless told otherwise.

### **4. Sharing your data**

MCC will only share your personal data with the NHS for Test and Trace purposes where you have provided your consent and only when requested by the NHS. We will not share your data with any other third party.

### **5. Data retention**

We will keep your name and contact details for 21 days for the NHS Test and Trace and will dispose of it after this period.

### **6. Your legal rights**

You have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to withdraw your consent at any time;
- The right to request that we correct your personal data if it is found to be inaccurate or out of date;
- The right to request we erase your personal data where there is no good reason for us to continue processing it;

- The right to restrict processing where there is a dispute in relation to the accuracy or us processing your personal data;
- The right to request your personal data is transferred to you or a third party [only applicable for data held online];

## **7. Complaints and queries**

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us by emailing [info@maybridge.org.uk](mailto:info@maybridge.org.uk)

You have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or online at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

30<sup>th</sup> September 2020