



PRIVACY NOTICE

Excel Church

1. Who We Are

Excel Church Wolverhampton (“we”, “us”, “our”) is responsible for how your personal data is used. This means we decide what data we collect and how we use it.

Contact:

Excel Church

Wolverhampton Street, Bilston, WV14 0LT

2. Our Commitment to You

We take your privacy seriously. We will:

- Only collect the data we need
- Be clear about how we use it
- Keep it safe and secure
- Not keep it longer than necessary
- Respect your rights

3. Who This Applies To

This notice applies to anyone who interacts with us, including:

- Members and attendees
- Visitors and website users
- Volunteers and staff
- Donors and supporters
- People receiving support
- Anyone who contacts us

4. What Information We Collect

Depending on your involvement, we may collect:

Basic details

- Name and contact details
- Address and date of birth
- Emergency contact or next of kin

Church-related information

- Attendance and involvement
- Notes from meetings or support provided

Financial details

- Donation records
- Payment details (where needed)

Sensitive information

Sometimes we may collect:

- Health or care needs
- Religious beliefs
- Safeguarding or criminal record information

We only collect this when necessary and protect it carefully.

Website and technical data

- Website usage and cookies

Photos, video & CCTV

- Photos or recordings at events
- Live-streamed services
- CCTV for safety and security

5. How We Use Your Information

We use your data to:

- Run church services and activities
- Stay in touch with you
- Provide care and support

- Manage volunteers and staff
- Process donations and Gift Aid
- Keep people safe
- Improve what we do

6. Why We Are Allowed to Use Your Data

The law allows us to use your data because:

- You have given permission
- It's needed for an agreement
- We have a legal duty
- It's in our legitimate interests as a church
- It's needed to protect someone's wellbeing

7. Staying in Touch (Marketing)

We may contact you about church news, events, and activities:

- If you have agreed; or
- If you already engage with us and haven't opted out

You can stop these messages at any time.

8. Photos, Recording & CCTV

We may record or photograph services and events. This may be used for:

- Live streaming
- Sharing updates
- Promoting church activities

CCTV is used to keep people and property safe.

We try to avoid focusing on individuals unless necessary.

9. Use of Artificial Intelligence (AI)

We may use AI tools to help with admin tasks.

When we do:

- We limit the data used

- We keep human oversight
- We do not make important decisions using AI alone

10. Where Your Data Comes From

We collect data:

- Directly from you
- From family members or carers (if appropriate)
- From partner organisations
- From public sources
- From website use or recordings

11. Who We Share Your Data With

We only share your data when necessary, for example with:

- Service providers (IT, payment systems)
- Partner organisations (e.g. safeguarding support)
- Professional advisors (legal, finance)
- Authorities where required

We do **not sell your data**.

12. Sending Data Outside the UK

We share data internationally via our service providers and for mission work. Where possible we make sure data sharing it is protected using legal safeguards. For countries not subject to GDPR we ensure that we are comfortable with the information that is being shared the data protection processes that are in place.

13. Keeping Your Data Safe

We protect your data using:

- Secure systems and passwords
- Limited access to authorised people
- Staff training
- Regular security checks

14. How Long We Keep Your Data

We only keep your data as long as needed, for example:

- General enquiries – around 1 year
- Financial records – up to 6 years
- Safeguarding records – as required

15. Your Rights

You have the right to:

- See the data we hold about you
- Correct inaccurate information
- Ask us to delete your data (where possible)
- Object to how we use your data
- Withdraw consent at any time
- Make a complaint

We aim to respond within **one month**.

16. Contact Us

If you have questions or want to use your rights, contact:

Excel Church
Wolverhampton Street, Bilston, WV14 0LT

Excel's Complaint procedure can be accessed via this link [Complaints Policy](#)

You can also contact the **Information Commissioner's Office (ICO)** if you are unhappy with how your data is handled.

17. Updates

We may update this notice from time to time. The latest version will always be available.