

Privacy Notice 隱私聲明

for non-role holders
非職位持有者

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牛津華人基督教會
Oxford Chinese Christian Church

117 Lime Walk, Headington, Oxford. OX3 7AD

Your personal data – what is it?

您的個人資料—這是甚麼？

“**Personal data**” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Bill/Act 2017, the General Data Protection Regulation 2016/679 (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

「**個人資料**」是指有關一名在世人士的任何資料，使他們能夠從這些資料中被識別出來 (例如姓名、照片、視頻、電郵地址或住址)。該識別可以是單從這些資料，或是與任何其他的資料結合而取得。個人資料的處理受《2017資料保護法案/法例》，《一般資料保護條例2016/679 (GDPR)》及其他如《1998人權法》等有關個人資料和權利的條例所管轄。

Who are we?

我們是誰？

This Privacy Notice is provided to you by the Oxford Chinese Christian Church (OCCC) which is the data controller for your data.

OCCC is made up of a number of office-holders who work together to deliver the Church's mission. These office-holders include:

- **Ministers and Pastoral Workers** – processing members' personal data for pastoral reasons
- **Deacons** – processing members' personal data for pastoral reasons and maintaining the Church's contact list and directory
- **Church Treasurer** – holding bank details of individuals making offering via standing orders, and to whom expenses are paid
- **Department Heads** – processing members' personal data for pastoral reasons

As the Church is made up of all of these persons working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community.

本隱私聲明由牛津華人基督教會 (OCCC) 為您提供，OCCC 亦是您的資料管理者。

牛津華人基督教會由不同事工人員組成，各人共同努力實踐教會的使命。事工人員包括:

- **教牧同工** – 因教牧原因而處理會員的個人資料
- **執事** – 因教牧原因及整理教會聯絡名單和目錄而處理會員的個人資料
- **司庫** – 持有自動轉帳捐獻者的銀行戶口資料，及收款人的資料
- **部門部長** – 因教牧原因而處理會員的個人資料

由於教會由這些事工人員共同組成，所以我們可能需要與他們分享我們所持有的個人資料，使他們能夠履行對教會和我們社群的責任。

What data do we process?

我們處理哪些資料呢？

We will process some or all of the following where necessary to perform our tasks:

- Names, titles, and aliases, photographs;
 - Contact details such as telephone numbers, addresses, and email addresses;
 - Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
 - Where you make donations or pay for activities such as use of a church hall, we may process your financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
 - The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: such as racial or ethnic origin, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data, data concerning sexual orientation and criminal records, fines and other similar judicial records.
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- 姓名、稱謂、別名、照片；
 - 聯絡方法，如電話號碼、地址和電郵地址；
 - 在資料與我們的使命相應，或是您向我們提供資料時，我們可能處理以下人口統計資料，如性別、年齡、出生日期、婚姻狀況、國籍、教育/工作歷史、學術/專業資格、嗜好、家庭組成及受扶養人；
 - 在您作出捐獻，或是您向教會支付費用時（如租用教堂大堂），我們可能處理您支付時所用的財務識別碼，如銀行賬號、付款卡號碼、付款/交易記錄識別碼、帳單號碼，及認領號碼等；
 - 我們所處理的資料很可能是被視為敏感的個人資料。因作為一個教會，單從我們能處理您資料的現實上已很大程度提示了您的宗教信仰。在您提供這些資料時，我們亦可能接觸及處理到其他類別的敏感個人資料：如種族或民族血統、性生活、精神和身體健康、受傷細節、藥物/治療記錄、政治取態、隸屬工會、遺傳資料、生物識別資料、有關性取向和犯罪記錄的資料、罰款和其他類似的司法記錄。

How do we process your personal data?

我們如何處理您的個人資料呢？

OCCC complies with its legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, weddings and funerals;
- 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 administer membership records;
- To fundraise and promote the interests of the Church and charity;
- To maintain our own accounts and records;
- To process a donation that you have made (including Gift Aid information);
- To seek your views or comments;
- To notify you of changes to our services, events and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
- To process a grant or application for a role;
- To enable us to meet all legal and statutory obligations;
- To carry out comprehensive safeguarding procedures in accordance with best safeguarding practice from time to time, with the aim of ensuring that all children and adults-at-risk are provided with safe environments.

牛津華人基督教會致力履行我們的法律義務，維繫個人資料更新；安全儲存及銷毀資料；不收集或保留過量的資料；保持個人資料安全；保護個人資料不被遺失、誤用、未經授權的取用或披露，並確保制定良好合適的技術措施來保護個人資料。

我們會將您的個人資料用於下列部分或全部的目的：

- 牧養並為您提供牧者和屬靈方面的照顧（如在您患重病或喪失至親時探望您），並為您預備和提供教會服務，如浸禮、婚禮和葬禮；
- 在社區實踐教會的使命，及推行公益活動；
- 管理會友記錄；
- 籌款及促進教會和慈善團體的權益；
- 保持我們自己的賬戶和記錄；
- 處理您的捐獻（包括 Gift Aid 的資料）；
- 尋求您的看法或意見；
- 通知您有關我們的服務、活動及職位持有者的變更；
- 向您發送您所請求的及您可能感興趣的資訊。這可能包括有關的宣傳、呼籲及其他籌款活動的資料；
- 處理職位的授予或申請；
- 使我們能夠履行所有法定義務；
- 根據最佳的保護做法，不時實施全面的保護程序，以確保所有面對風險的兒童和成人身處的環境是安全的。

What is the legal basis for processing your personal data?

處理您個人資料的法律依據是甚麼？

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in partnership with us). We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

大部分我們處理的資料是為了我們或是第三方的合法權益 (如與我們合夥或有協議的其他組織) 所必需進行的。在執行同時務必考慮到您的利益、權利和自由。

有一部份的資料處理是為要履行法定義務所必需的。

如有履行與您簽訂的合同或進行簽訂合同步驟的需要，我們亦可能會處理您的資料。

宗教組織亦可以處理關於您宗教信仰的資料用以管理會籍事宜或聯絡方法。

當您的資料使用不符合這些法律依據中的其中一項，我們會事先取得您對該使用的同意。

Sharing your personal data

分享您的個人資料

Your personal data will be treated as strictly confidential and will only be shared with other members of the church (if necessary) in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent.

您的個人資料將被視為絕對保密資料，並只會在 (有需要時) 為教會會友提供服務或與教會相關的事項上會與其他會友分享。與第三者分享資訊前我們必先徵求您的同意。

How long do we keep your personal data?

我們會保留您的個人資料多久？

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

如我們被法律要求，我們將永久保留某些記錄。對於其他記錄，我們可能會延長保留一段時間。例如，目前最佳的做法是將財務記錄保留至少7年，以支持英國稅務海關總署的審計。總體而言，我們在有需要時才會把記錄保留。當資訊不再被需要時，我們便會把它刪除。

Your rights and your personal data

您的權利與您的個人資料

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

1. The right to access information we hold on you – once we have received your request we will respond within one month.
2. The right to correct and update the information we hold on you.
3. The right to have your information erased if you feel that we should no longer be using your data – when we receive your request we will confirm within one month whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
4. The right to object to processing of your data – upon receiving the request we will contact you within one month and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
5. The right to data portability – you have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. The right to withdraw your consent to the processing at any time – you can do so by telephone, email, or by post (see Contact Details below).
7. The right to object to the processing of personal data where applicable.
8. The right to lodge a complaint with the Information Commissioner's Office.

除受到一般資料保護條例 (GDPR) 的豁免，您對您的個人資料擁有以下權利：

1. 取用我們所持有您的資料的權利 – 在收到您的請求後，我們將在一個月內作出回覆。
2. 糾正和更新我們所持有您的資料的權利。
3. 在您認為我們不應再使用您的資料時刪除您的資料的權利 – 在收到您的請求後，我們將在一個月內作出確認資料已被刪除，或是無法刪除該資料的原因。

4. 反對處理您的資料的權利 – 在收到請求後，我們會與您聯絡，並通知您我們是否能夠履行您的請求，或我們是否有合法理由繼續處理您的資料。即使在您行使了您的反對權利後，我們仍可能繼續保留您的資料，以符合您的其他權利，或是用於提出法律訴訟或辯護。
5. 資料轉移的權利 – 您有權要求我們將您的一些資料轉移至另一位資料管理者。我們會在收到您的請求後的一個月內履行您的請求。
6. 撤銷你已同意處理資料的權利 – 您可以通過電話、電子郵件或郵寄信件的方式撤銷您的同意 (請參閱下面的聯絡方法)。
7. 在適用情況下反對處理個人資料的權利。
8. 向「資料專員辦事處」提出申訴的權利。

Transfer of Data Abroad

轉移您的個人資料至國外

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter/bulletin) may be accessed from overseas.

任何轉移至歐盟以外國家或區域的電子個人資料只會給轉置於執行等同於歐盟已批核的國際協議或合約中保護個人權利措施的系統內。我們的網址亦可從海外進入，因此，有時有些個人資料 (例如在月刊中的) 在海外有可能被取用。

Further processing

進一步處理

If we wish to use your personal data for a new purpose, not covered by this 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.

如我們希望將您的個人資料用於本聲明中未涵蓋的新目的，我們將在開始處理資料之前向您提供新的通知，並向您解釋該新用途，以及列出相關的目的和處理條件。在任何時候，任何地方，若有該需要，我們都會事先徵得您的同意。

Contact Details

聯絡方法

牛津華人基督教會

Oxford Chinese Christian Church

info@oxccc.org

01865 765 756

Head office:

117 Lime Walk,

Headington,

OX3 7AD

The Church Council:

Chairperson: Mr Sunny MA

Treasurer: Ms Chun Ei HO

Secretary: Dr Toby LO