

# ReNew Conference GDPR Policy

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## Definitions

### Your personal data – what is it?

“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.

### Who are we?

This Privacy Notice is provided to you by ReNew Conference which is the data controller for your data.

For a list of IT solutions used by ReNew Conference (where some information may be stored) see *External Controllers or Processors* (page 3).

As ReNew Conference is made up of many persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities for the annual conference, and other tasks within our community. The organisations referred to in *External Controllers or Processors* are joint data controllers. This means we are all responsible to you for how we process your data.

Each of the data controllers have their own tasks within the Conference and a description of what data is processed and for what purpose is set out in this Privacy Notice. This Privacy Notice is provided to you by the ReNew Trustees on our own behalf and on behalf of each of these data controllers. In the rest of this Privacy Notice, we use the word “we” to refer to each data controller, as appropriate.

## Data Processing

### What data do we process?

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

- Names, titles, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to our mission, and/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, church you attend or represent and the role you have there, membership of sponsoring organisations, and vehicle details to organise parking at a conference venue;
- Where you make donations or pay for activities such as registering for the annual conference, 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 religious organisation, the fact that we process your data at all may be suggestive of your religious beliefs.

## How do we process your personal data?

We will comply with their 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 enable us to meet all legal and statutory obligations;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) 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;
- To deliver the Organisation's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of each data controller;
- To administer the conference attendance records;
- To manage statistical records of churches linked to ReNew Conference;
- To fundraise and promote the interests of ReNew Conference as a non-profit organisation;
- 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 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 provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution.

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

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 church within the United Kingdom). An example of this would be providing the conference venue with information on attendees (dietary requirements, or special requests). We will always take into account your interests, rights and freedoms.

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. An example of this would be processing your data in connection to attending one of our events, such as our annual conference.

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.

## Storing your personal data

Your personal data is stored in a password protected database called FluentCRM, a GDPR-compliant integration with our web hosts WordPress. WordPress hosts this data using an internationally distributed network of servers and people can only gain access to the database by obtaining login details for an account from the ReNew Administrator. To view WordPress's security information [click here](#). To see how they adhere to GDPR [click here](#). To see how FluentCRM adheres to GDPR through WordPress [click here](#).

## External Controllers or Processors

An external controller or processor, is a company that handles identifiable data for ReNew in some way. This ranges from our email client, payment portals, or our bank. Other external data controllers utilised by ReNew Conference, where some identifiable information may be processed are:

- [Microsoft 365](#) (Microsoft Business solution)
- [G Suite](#) (Google Business solution)
- [Quickbooks](#) (accounts software)
- [Stripe](#) (online payment portal)
- [Square](#) (online payment portal)
- [CAF Bank](#) (our chosen bank)
- [Mailchimp](#) (email marketing software)

We use Microsoft 365 to manage our emails and both Microsoft 365 and Google's G Suite to manage our cloud storage, so some details may be stored/transmitted in their servers. To view Microsoft's GDPR compliance statement [click here](#) and to view Google's GDPR compliance statement [click here](#).

Quickbooks is the accounting software we use. There may be some identifiable information attached to transactions that occur within our bank account. To view their GDPR compliance statement [click here](#).

For our conferences and events, we accept payments through Square. There may be some identifiable information stored on their servers of people that choose to pay for our events through this method. To view their GDPR compliance statement [click here](#).

CAF Bank are the company we bank through. Some information may be attached to transactions that come into our bank account from people paying for our conferences and events via bank transfers, or by our donors. To view their GDPR compliance statement [click here](#).

We utilise Mailchimp when we need to contact all of the ReNew constituency via email at one time (e.g. to send out information about the conference). To view their GDPR compliance statement [click here](#).

## Obtaining Consent

To be compliant with GDPR, consent needs to be freely given, specific, easily withdrawn, and must be of an opt in nature. We use the below wording in our registration and contact forms to achieve this. The checked agreed/disagreed box and date consent has been given, are then kept alongside each person's profile within FluentCRM/WordPress.

*I consent to ReNew Conference collecting and using my personal information as per their Privacy Notice (linked below) so they can keep me up to date with event information and resources they produce. I understand that my details will be kept in a password protected database, and that I can withdraw my consent at any time by [emailing the ReNew Administrator](#) or by filling out the online form available [here](#).*

*By ticking agree, you confirm that you have permission to agree to the above disclosure on behalf of all individuals you are registering (if multiple).*

*The full Privacy Notice is available [here](#).*

## Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The appropriate bodies within our ReNew constituency including the other data controllers;
- Our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software;

- Regional Leaders and the ReNew Planning Team to support the mission of the organisation across the UK. For example, our Regional Leaders may provide confidential mentoring and pastoral support in a church planting situation;
- On occasion, other churches with which we are carrying out joint events or activities.

## How long do we keep your personal data?

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. We do keep records of people that attend our annual conference each year for historical/statistical purposes. If you wish to not be included in this, please contact the ReNew Administrator.

## Transfer of Data Abroad

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

## Further processing

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.

# Your rights and your personal data

## You have the following rights with respect to your personal data

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

### 1. The right to access information we hold on you

- At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

### 2. The right to correct and update the information we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### 3. The right to have your information erased

- If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
- When we receive your request we will confirm 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

- You have the right to request that we stop processing your data. Upon receiving the request we will contact you 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 for any processing of data to which consent was sought.

- You can withdraw your consent easily by filling out the [online form](#) or by contacting us via email, or by post (see Contact Details below).

7. The right to object to the processing of personal data where applicable.

- If at any time you object to the processing of personal data, please contact our Data Protection Office (see contact details below). We will seek to comply with your request, where it is feasible to do so.

8. The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioner's 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.

## Subject Access Request

You have the right to contact us and access information that we have stored about you. To do so, contact the Data Protection Officer using the details below.

We will respond to your request within 1 month. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

Areas in which we will seek to find data containing information about you are in the following:

1. Within our database (FluentCRM/WordPress)
2. Our email records
3. Any paper records we might have on hand
4. The ReNew Administrator laptop for files containing your name

We will provide you with a report (electronically or physically) containing the information stored, and its location.

You can then advise us if you require any of the information to be changed or deleted.

We will follow up with you to ensure that we have handled your request appropriately, and you are content with the outcome.

# Security Breach

In any case where we believe there has been a security breach of your personal information we will seek to contact you within 72 hours where feasible, detailing what has occurred, and how we aim to resolve the issue. We will then report it to the ICO.

## Database Security Breach

1. The source of the data breach will contact us of the issue.
2. We will advise everyone with login details to change their password.
3. Those affected will be contacted.
4. The ICO will be notified.

## ReNew Laptop Compromised or Stolen

1. Anti Virus software is installed on the laptop
2. A password manager is utilised to mitigate the risk of unwanted access due to low security passwords.
3. If compromised we will change any necessary passwords.
4. If stolen, we will seek to recover or remotely wipe the laptop.
5. Those affected will be contacted.
6. The ICO will be notified.

## Email Breach (Incorrect recipient or accidental non bcc)

1. The incorrect recipient will be contacted and asked to delete the information from their system.
2. If an email from ReNew goes out without blind carbon copy, an apology will be sent out to all recipients along with a request to delete that specific email. The email will then be resent if necessary with it correctly BCC'd.



## Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller,  
ReNew Conference,  
C/O St John's Church Walthamstow,  
18 Brookscroft Rd,  
London, E17 4LH.  
Email: [admin@renewconference.org.uk](mailto:admin@renewconference.org.uk)

You can contact the Information Commissioner's 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.

*This GDPR Policy should be taken alongside other relevant ReNew policies including the Safeguarding Policy, the Social Media Policy, and the Complaints Procedure. All these policies are available at: <https://www.renewconference.org.uk/policies/>*

*Policies are agreed by the ReNew Trustees and are reviewed every three years.*