

# The International Christian Church Network (TICCN)

## Data Protection & Privacy Policy

**Approved by:** Trustees / Governing Council of TICCN

**Applies to:** All TICCN churches, ministries, partner organisations, staff, clergy, volunteers, trustees, contractors, and representatives

**Review cycle:** Every 3 years or sooner if required by law or regulatory guidance

**Version:** 1

**Date:** 4th February 2026

## 1. Purpose of this Policy

The International Christian Church Network (TICCN) is committed to protecting the privacy and personal data of all individuals with whom it engages. This policy explains how personal data is collected, used, stored, and protected in accordance with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

TICCN recognises its responsibility to handle personal information lawfully, fairly, transparently, and securely.

## 2. Scope

This policy applies to all personal data processed by TICCN, including data relating to:

- Church members and attendees
- Beneficiaries of services and outreach
- Volunteers, staff, clergy, and trustees
- Donors and supporters
- Website users and digital subscribers
- Partner organisations and contractors

This policy covers data held in electronic, paper, photographic, audio, and video formats.

## 3. Definitions

**Personal Data:** Information relating to an identified or identifiable living individual.

**Special Category Data:** Personal data revealing racial or ethnic origin, religious beliefs, health, biometric data, or other sensitive information as defined by law.

**Processing:** Any operation performed on personal data, including collection, storage, use, sharing, or deletion.

## 4. Legal Basis for Processing

TICCN will only process personal data where there is a lawful basis, including:

- Consent
- Performance of a contract
- Legal obligation
- Vital interests
- Legitimate interests
- Activities of a not-for-profit body with a religious purpose

Special category data will be processed only where an additional lawful condition applies.

## 5. Data Protection Principles

TICCN adheres to the following principles:

- Personal data is processed lawfully, fairly, and transparently
- Data is collected for specified, explicit, and legitimate purposes
- Data is adequate, relevant, and limited to what is necessary
- Data is accurate and kept up to date
- Data is kept no longer than necessary
- Data is processed securely

## 6. How We Collect Personal Data

Personal data may be collected through:

- Church membership or contact forms
- Event registrations and pastoral records
- Volunteering and recruitment processes

- Donations and financial transactions
- Website forms, email subscriptions, and online platforms
- Safeguarding and complaints processes

## **7. How We Use Personal Data**

TICCN uses personal data to:

- Provide pastoral care, ministry, and community services
- Communicate information about activities and events
- Manage volunteering, employment, and governance
- Process donations and maintain financial records
- Meet safeguarding, legal, and regulatory obligations
- Improve services and organisational effectiveness

## **8. Data Sharing**

Personal data will only be shared where lawful and appropriate, including with:

- Statutory authorities (where required by law)
- Professional advisers (e.g. legal or financial)
- IT and service providers acting on TICCN's instructions
- Partner organisations where necessary and proportionate

TICCN will not sell personal data to third parties.

## **9. International Data Transfers**

Where personal data is transferred outside the UK:

- Appropriate safeguards will be in place
- Transfers will comply with applicable data protection law
- Care will be taken when working with international partners

## **10. Data Security**

TICCN takes appropriate technical and organisational measures to protect personal data, including:

- Secure storage systems
- Access controls and password protection
- Limiting access to those with a legitimate need
- Training for staff and volunteers

Data breaches will be managed in accordance with legal requirements.

## **11. Data Retention**

Personal data will be retained only for as long as necessary for the purpose for which it was collected, taking into account legal, safeguarding, and operational requirements.

Safeguarding and governance records may be retained for longer periods where required.

## **12. Individual Rights**

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure where applicable
- Restrict or object to processing
- Data portability (where applicable)
- Withdraw consent (where processing is based on consent)

Requests should be made in writing and will be handled within statutory timescales.

## **13. Cookies and Website Use**

TICCN's website may use cookies to improve user experience and website functionality.

Users may manage cookie preferences through their browser settings. Further details are available in TICCN's Cookie Notice.

## **14. Complaints**

If an individual is concerned about how their personal data has been handled, they may:

- Contact TICCEN directly using the details below
- Raise a concern through TICCEN's Complaints Policy
- Complain to the Information Commissioner's Office (ICO)

## **15. Contact Details**

For data protection enquiries, requests, or concerns, please contact:

**privacy@ticcen.org** (*example – amend as required*)

## **16. Review and Governance**

This policy is approved by the trustees of TICCEN and will be reviewed regularly to ensure continued compliance and good practice.

## **17. Declaration**

TICCEN affirms its commitment to protecting personal data responsibly, lawfully, and transparently as part of its Christian witness and charitable responsibility.

*This policy forms part of the governance framework of The International Christian Church Network (TICCEN).*