



All Saints Amsterdam Episcopal Church Privacy Policy

1. Introduction

This privacy policy has been established to ensure compliance with the General Data Protection Regulation (GDPR) within All Saints Amsterdam. The policy aims to protect the privacy of all parties involved and to strengthen trust in our community and organization.

2. Scope

This privacy policy applies to all processing of personal data within All Saints Amsterdam, regardless of the manner in which this processing takes place (paper or automated).

3. Definitions

Personal data: All information about an identified or identifiable natural person.

Processing: Any operation performed on personal data, whether automated or not, such as collection, recording, organization, structuring, storage, adaptation, retrieval, consultation, use, disclosure, alignment, combination, restriction, erasure, or destruction.

Controller: All Saints Amsterdam is the controller and is responsible for compliance with this privacy policy.

Data subject: The natural person to whom the personal data relates.

4. Basis for Processing

All Saints Amsterdam will only process personal data on one of the following legal bases:

- **Consent:** The data subject has given explicit consent to the processing of their personal data for one or more specific purposes.

- **Agreement:** The processing is necessary for the performance of a contract to which the data subject is a party.
- **Legal obligation:** The processing is necessary for compliance with a legal obligation to which the controller is subject.
- **Legitimate interest:** The processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, particularly where the data subject is a child.

5. Purposes of Processing

Personal data are collected and processed for the following purposes:

- Membership administration
- Financial administration
- Communication
- Organization of activities
- Pastoral care
- Administration and recording of sacraments

6. Security

All Saints Amsterdam will take appropriate technical and organizational measures to protect personal data against unauthorized processing, loss, destruction, or damage. These measures include:

- Secure storage of physical and digital records
- Password protection for electronic files containing personal data
- Limited access to personal information on a need-to-know basis
- Regular security assessments and updates

7. Rights of Data Subjects

Data subjects have the right to:

- Obtain information about the processing of their personal data
- Access their personal data
- Have incorrect personal data corrected
- Have their personal data erased (when legally permissible)
- Object to the processing
- Restrict the processing of their personal data
- Data portability

8. Retention Periods

Personal data will not be stored for longer than necessary to achieve the purposes for which they were collected. Specific retention periods include:

- Financial records: 7 years (as required by Dutch tax law)
- Membership records: Duration of membership plus 2 years
- Event registration data: Up to 1 year after the event
- Sacramental records: Permanently maintained in accordance with church tradition and requirements

9. Supervision

All Saints Amsterdam will monitor compliance with this privacy policy and will regularly evaluate its effectiveness, making updates as necessary.

10. Liability

All Saints Amsterdam is liable for damage resulting from unlawful processing of personal data in accordance with applicable laws.

11. Data Subject Requests

Requests from individuals regarding their personal data should be directed to the Secretary of the Bishop's Committee. All Saints Amsterdam will respond to such requests within 30 days.

12. Data Breaches

In the event of a data breach that may pose a risk to the rights and freedoms of individuals, All Saints Amsterdam will notify the appropriate supervisory authority within 72 hours and will inform affected individuals as required by law.

13. Special Categories of Data

All Saints Amsterdam recognizes that information about religious beliefs constitutes special category data under the GDPR. We process this data with extra care and only with explicit consent or under another applicable legal basis specified in Article 9 of the GDPR.

14. Children's Data

We collect and process children's personal data only with parental consent and in accordance with our safeguarding policies and the GDPR requirements for processing children's data.

15. International Transfers

As part of the Convocation of Episcopal Churches in Europe, some personal data may be transferred outside the European Economic Area. Any such transfers will be made in accordance with appropriate safeguards as required by the GDPR.

16. Contact Information

For questions or concerns about this privacy policy or the processing of personal data, please contact:

All Saints Amsterdam
Herman Gorterstraat 31
1077 WE Amsterdam
Email: info@allsaintsamsterdam.church