

Liverpool Chinese Gospel Church (LCGC) Data Protection and Privacy Policy

利物浦華人福音教會 (LCGC) 個人資料保護及私隱政策

The Church uses personal data about living individuals for the purpose of general church administration and communication. 'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

教會使用在世人士的個人資料，作一般教會管理和通訊用途。「個人資料」是指與已識別或可識別的自然人("資料當事人")有關的任何資料；可識別自然人是指可以直接或間接，特別是透過身份標識符，如姓名、識別號碼、位置資料、網上識別碼，或透過一個或多個特定於體格、生理、基因、精神、經濟、文化或社會認同方面識別的人士。

The Church recognises the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulation (GDPR) 2017.

教會承認正確和合法地對待個人資料的重要性。所有個人資料，不論是以紙張、電腦或其他媒介持有，均受到《個人資料保護條例(GDPR)2017》所規定的適當法律保護。

The Church fully endorses and adheres to the eight principles of the GDPR. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for The Church must adhere to these principles.

教會完全認同並遵守 GDPR 的八項原則。這些原則規定了在獲取、處理、運輸和儲存個人資料方面必須滿足的法律條件。為教會獲取、處理、運輸和儲存個人資料的雇員及任何其他人員都必須遵守這些原則。

The Principles 原則

The principles require that personal data shall 原則要求個人資料應:

1. Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
得到公平和合法的處理，並須符合特定條件，否則不得處理。
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
以特定並合法的目的獲得，及不得以與該目的不符的任何方式處理。
3. Be adequate, relevant and not excessive for those purposes.
合乎需要、相關且不超過有關目的之實際需要。
4. Be accurate and where necessary, kept up to date.
準確，及必要時保持最新近的。
5. Not be kept for longer than is necessary for that purpose.
保留時間不能超過原定目的之需要。
6. Be processed in accordance with the data subject's rights.
按照資料當事人的權利處理。
7. Be kept secure from unauthorised or unlawful processing and protected. against accidental loss, destruction or damage by using the appropriate technical and organisational measures.
通過使用適當的技術和組織措施，防止未經授權或非法處理，並保護資料免遭意外遺失、破壞或損壞。
8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
不得轉移到歐洲經濟區以外的國家或地區，除非該國或地區確保對資料當事人在處理個人資料方面的權利和自由給予適當的保護。

1. Maintaining Confidentiality 保持機密性

The Church will treat all your personal information as private and confidential and not disclose any data about you to anyone other than the leadership and ministry overseers/co-coordinators of the church in order to facilitate the administration and day-to-day ministry of the church.

教會將把你所有的個人資料視為私隱和機密，及不向教會的領導層和小組監督員/協調員以外的任何人透露你的任何資料，以促進教會日常行政及教會事工。

Date reviewed: May 2018 (final)

All the Church staff and volunteers who have access to Personal Data must agree to and comply with this policy.

所有獲得個人資料的教會工作人員和志願者必須同意並遵守這項政策。

There are four exceptional circumstances to the above permitted by law
法律允許以下四項例外情況：

1. Where we are legally compelled to do so.
當我們在法律上被迫這樣做。
2. Where there is a duty to the public to disclose.
當有公眾披露的義務。
3. Where disclosure is required to protect your interest.
當為保護你的利益而需要披露。
4. Where disclosure is made at your request or with your consent.
根據你的要求或在你的同意下披露。

2. Use of Personal Information 個人資料的使用

The Church will use your data for three main purposes

教會有三個主要目的使用你的資料

1. The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, preparation of ministry rotas, maintaining financial records of giving for audit and tax purposes.
教會的日常管理；包括以電話和拜訪在內的牧養和監督，事工輪班的準備工作，維持奉獻的財務記錄作為審計和稅務用途。

2. Contacting you to keep you informed of church activities and events.
通知你有關教會的活動和事件。

3. Statistical analysis; gaining a better understanding of church demographics.

N.B. although collated church data may be passed to a third party, such as number of small groups or small group's attendance, no personal data will be disclosed.

統計分析；更好地了解教會的人口統計。

注：雖然整理過的教會資料可傳遞給第三方，例如小團體或小團體的出席者，但不會透露任何個人資料。

The Database 資料庫

Information contained on the database will not be used for any other purposes than set out in this section.

資料庫中包含的資料將不會用作任何於本節中列明之目的以外的用途。

1. Access to the database is strictly restricted to individuals who have been given the authority and responsibility by the Trustees to do so.
資料庫的讀取權限嚴格限制於個別獲信託委員會授權和給予責任之人士。
2. Those authorised to use the database only have access to their specific area of use within the database.
授權使用資料庫之人士只限讀取資料庫中與其相關的特定資訊。
3. The database will NOT be accessed by any authorised users outside of the EU, in accordance with the Data Protection Act, unless prior consent has been obtained from the individual whose data is to be viewed.
根據《資料保護法》，歐盟以外的任何授權使用者都不能讀取該資料庫，除非已獲得相關資料當事人事先同意查看其個人資料。
4. Subject Access - all individuals who are the subject of personal data held by The Church are entitled to
當事人讀取 — 所有被教會持有其個人資料的人士有權：
 - Ask what information the church holds about them and why.
查詢教會持有所關於其的個人資料類別及該資料的用途。
 - Ask how to gain access to it.
查詢如何讀取有關資料。
 - Be informed how to keep it up to date.
了解如何保持資料為最新近的。
 - Be informed what The Church is doing to comply with its obligations under the UK Data Protection Act 1998.
了解教會根據《英國資料保護法 1998》所承擔的義務而履行的事宜。
5. Personal information will not be passed onto any third parties outside of the church environment.
個人資料將不會被轉交到教會以外的任何第三方人士或團體。

6. Subject Consent - The need to process data for normal purposes has been communicated to all data subjects. In some cases. If the data is sensitive, for example, information about health, race or gender, expressed consent to process the data must be obtained.

當事人同意 — 事先通知資料當事人有關處理其個人資料的需要和目的。在某些情況下，若牽涉敏感資料，例如健康、種族或性別，必須事先獲得當事人明示同意處理其資料。

Rights to Access Information 獲取個人資料的權利

Employees and other subjects of personal data held by The Church have the right to access any personal data that is being held in certain manual filing systems. This right is subject to certain exemptions: Personal Information may be withheld if the information relates to another individual.

教會雇員及其他個人資料當事人有權讀取任何由教會持有的手動歸檔系統內的個人資料。但該權利受某些限制：若該項資料與他人有關，則可拒絕提供相關的個人資料。

Any person who wishes to exercise this right should make the request in writing to The Church Trustee Board.

任何人如欲行使此項權利，應向教會信託委員會提出書面要求。

If personal details are inaccurate, they can be amended upon request.

若個人資料不準確，可根據要求修改。

The Church aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days of receipt of the request unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

教會目標儘快處理索取個人資料的要求，確保在收到請求後 30 天內提供資料，除非有充分理由延誤。在這種情況下，延誤原因將以書面方式向提出請求者解釋。