



CARRYDUFF

BAPTIST CHURCH

Privacy Policy

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Introduction

Carryduff Baptist Church is committed to protecting your personal information and being transparent about what information we hold about you.

This policy explains how we collect and use any personal information you provide to us.

If you use our websites or any of our services, or provide us with any personal information, we will bring this policy to your attention so that you are fully aware of how your information will be used and disclosed.

Our privacy policy in brief

It's important that you read the full policy to understand what information we hold, how we may use it, and what your rights are - but if you don't have time to read it all now, here's a quick summary:

- We collect information that is **personal data**. Personal data is information that can be used to help identify an individual, such as name, address, phone number, email address.
- We collect information about members, adherents, and some of the people who participate in our various ministries.
- We collect information to provide information, to manage our ministries, and fulfil our charitable objectives and for administration.
- We only collect the information that we need or that you agree we can collect.
- We do our best to keep personal information secure wherever we collect personal data online.
- We never sell your data and we will never share it with another company or charity for their own purposes.
- We only share data where we are required by law or with carefully selected service providers who carry out work for us (e.g., MailChimp). We recognise the importance of ensuring that all our service providers treat your data as carefully as we would and use it only as instructed.
- Our websites use cookies. For more information, please check our cookies policy.

These are the key points of the privacy policy. You will find the policy in full below, so you've got all the details you need.

What information do we collect? Where do we collect it from?

We will only ever collect the information we need - including data to help improve our services – or which you agree we can collect.

Personal data is any information that can be used to identify you. For example, it can include information such as your name, email address, postal address, telephone number, mobile telephone number, bank account details, credit/debit card details, and whether you are a taxpayer so that we can claim Gift Aid on any donations you may make. It also includes Internet Protocol (IP) addresses (the location of the computer on the internet), details of pages visited on our websites and files downloaded.

We collect information in the following ways:

Information that you give us directly

We collect this information in connection with specific activities, for example, when you use our websites or printed forms or telephone our offices to:

- make a donation to us
- register for an event
- sign up for email updates on our website
- engage with our social media
- complete a survey, questionnaire or feedback form
- or otherwise provide us with personal information.

Information that we collect from your use of our website

Website usage information is collected using cookies. This helps us to see how many people use our websites, how many people visit on a regular basis, and how popular individual pages are. Cookies are also essential to our websites running correctly and delivering goods and services to users.

Sensitive/special categories of data

Data Protection law recognises that certain categories of personal information are more sensitive. This is known as sensitive personal data or special categories of data and covers health information, race and ethnicity, religious or philosophical beliefs and political opinions amongst other things.

We do not collect sensitive personal information about you unless there is a clear reason for doing so, such as involvement in an event where we need this information to ensure safeguarding, to carry out appropriate checks on volunteers, or care for participants. For some events we will collect health information so that leaders on our events have the relevant information to care for participants.

When we collect this information, we will make it clear to you what we are collecting and why and what are our legitimate interests or other legal grounds for processing this information.

Under 16s/under 13s

If you are aged 16 or under and would like to participate in an event, make a donation or get involved with us, please make sure that you have your parent or guardian's permission before giving us your personal information.

When we collect information about a child or young person, we will make it clear why we are collecting this information and how it will be used.

Children from 13 upwards may give their own consent in relation to any online services that we may offer.

How do we use personal data?

We may use the personal data that you provide in the following ways:

- to process any donation(s) we may receive from you, to claim Gift Aid on these donations and to update you on how your donations are being used
- to process event bookings
- to set up direct debits, standing orders and one-off card payments
- to provide you with information that you have requested about our work or our activities
- to provide you with information about other resources, events or programmes we offer that are similar to those you have already enquired about and to which you have not objected to receiving
- to communicate with members and adherents
- to record the contact that we have with you
- for administration purposes, e.g. we may contact you about a donation you have made or event you have expressed an interest in or registered for
- for internal record keeping, such as the management of feedback or complaints
- to analyse the use of our websites and ensure their content is presented in the most effective manner for you and your device (see also our cookies policy)
- to further our legitimate charitable aims such as sending you information about how donations are being used or sending you an annual report

You can choose at any time which marketing materials you want to receive from Carryduff Baptist Church and in which format. If there is something you would prefer not to receive, please email dataprotection@carryduffbaptist.org.uk or call us on 028 9508 7086.

Links to other websites

Our website contains links to other websites belonging to third parties and we sometimes choose to participate in social networking websites including, but not limited to, YouTube, Facebook, Twitter, Pinterest and Instagram.

We may also include content from websites such as these on our website. However, we do not have any control over the privacy practices of these other websites. You should make sure when you leave our website that you have read and understood the other website's privacy policy in addition to our own.

Do we sell or share personal information?

We never sell or share your personal information with other organisations to use for their own purposes.

However, if we run an event in collaboration with another named organisation, your details may need to be shared with them and those who provide services to help us deliver the event. We will make it clear what will happen to your data when you register.

Sensitive/special categories of data

If you provide us with sensitive/special categories of personal data including, but not limited to, your racial or ethnic origin, political opinions, religious or philosophical beliefs or your physical or mental health, we will only use this for the specific purpose for which you gave permission and where it is within our legitimate interests to process or where we have other legal grounds to do so.

What is our legal basis for processing data?

We rely on a variety of legal bases for processing data depending on the purpose of the activity being undertaken.

We rely on legitimate interests for a variety of purposes. Legitimate interest is about balancing the interests of Carryduff Baptist Church against your rights and freedoms, and having due regard to your reasonable expectations about the use of your data. These purposes include:

- mailing you information about church news and events that you might be interested in, given your affiliation or membership with the church

We use your consent for all the email newsletters delivered by any of our ministries and activities. Every email newsletter you receive provides a clear opportunity for you to opt out of/unsubscribe from future email newsletters.

We use compliance with a legal obligation as the basis for processing any legally required activities such as Gift Aid returns to HMRC.

Who has access to your personal information for processing data and how do we keep it safe?

We maintain a high level of security in relation to the collection, storage and disclosure of your information. This is very important to us and we take all necessary steps to ensure that any information we hold about you is safe.

Storing your information

We place great importance on the security of all personal data associated with our subscribers, supporters and customers.

Information is stored by Carryduff Baptist Church on password protected and encrypted laptops belonging to those responsible for the various ministries, off-site and in the Cloud. We may also store information in paper files.

While we cannot ensure or guarantee that loss, misuse or alteration of data will not occur while it is under our control, we use our best efforts to try to prevent this.

Any sensitive or special categories of data you may provide to us are only shared on an absolute need to know basis, and are deleted after each relevant event unless we need to keep that information for a longer period e.g. for safeguarding reasons.

We enforce strict procedures and security features to protect your information and prevent unauthorised access, although we cannot completely guarantee the security of any information you transmit to us.

Transferring your information outside of Europe

Although most of the information we store and process stays within the UK, some information may be transferred to countries outside the European Economic Area (EEA).

This may occur if, for example, one of our supplier's servers on which personal information is stored is located in a country outside the EU or if we use a cloud IT platform where data is dispersed between a number of different servers. These countries may not have similar data protection laws to the UK. However, we will ensure that your privacy continues to be protected as outlined in this privacy policy and in accordance with our legal obligations under applicable data protection legislation.

By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA.

If you have engaged with us from outside the EEA, your information may also be processed by volunteers operating outside the EEA, for example if you engage with one of our programmes from a country outside the EEA and we pass your details to a national coordinator to provide you with advice and support.

Payment by credit or debit card

If you use your credit or debit card to donate to us, buy something or pay online or over the phone, we will ensure that this is done securely and in accordance with the Payment Card Industry Data Security Standard. Find out more information about PCI DSS standards by visiting their website at www.pcisecuritystandards.org.

Only those staff authorised to process payments will be able to see your card details. Once your transaction is completed, we do not store your full credit or debit card details.

Sharing your information

Carryduff Baptist Church does not sell or share any information about you to other organisations.

Carryduff Baptist Church may disclose your personal information only in the following circumstances:

- To third parties who provide a service to us and are our data processors. We employ other companies and individuals to perform functions on our behalf. Examples include sending email, and providing customer service. These data processors have access to personal information needed to perform their functions, but may not use it for other purposes. We require these third parties to comply strictly with our instructions and data protection laws and will make sure that appropriate controls are in place.
- Where we are under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies), or in order to enforce or apply our rights (including in relation to our website or other applicable terms and conditions) or to protect Carryduff Baptist Church (for example in cases of suspected fraud or defamation).

How long do we keep your data for?

- We will hold your personal information on our systems for as long as is needed to fulfil the function for which we hold the data or as long as is required by law for the relevant activity. For example, HMRC requires us to keep a record of donations, Gift Aid and financial transactions for seven years.
- If you request that we stop sending you marketing or fundraising information, we will keep a record of your contact details and appropriate information to enable us to comply with your request not to be contacted by us.
- Where your information is no longer required we will ensure that it is disposed of in a secure manner.
- Information will only be kept as long as is necessary for the purposes for which you provided it or we obtained it and will be minimised to ensure we only keep what is necessary.

What are your rights?

We'd like to keep all who engage with Carryduff Baptist Church up to date with our progress. So, to update you on what we're doing, we'd like to keep in touch with you (by post, phone, email, text and other electronic means) about our progress.

If you are registered to receive one of our email newsletters, every email communication provides a clear opportunity for you to opt out of/unsubscribe from future email communications.

The Data Protection Act and the upcoming General Data Protection Regulation give you certain rights over your data and how we use it. You have the right to:

- request a copy of the information we hold about you and details of what we do with that information (known as a subject access request)

- update or amend the information we hold about you if it is wrong
- change your communication preferences at any time
- withdraw your consent to use of your personal information where we are relying on consent as the legal ground for processing it
- ask us to remove your personal information from our records
- ask us to restrict the processing of your personal information
- obtain a portable copy of certain personal information where this is processed automatically
- object to the processing of your information for marketing purposes
- raise a concern or complaint about the way in which your information is being used
- ask us to explain any automated processing we carry out and the impact of this on you

If you wish to exercise any of these rights, please email dataprotection@carryduffbaptist.org.

If we are not sure who you are, we may ask for reasonable proof of your identity before providing you with information or carrying out any of the above actions.

Complaints, compliments or comments

If you wish to raise a data protection concern or complaint with a supervisory body, you can address a complaint to the Information Commissioner's Office. For more information, visit www.ico.org.uk.

Changes to the Privacy Policy

We keep this policy under regular review. If we make any significant changes in the way we treat your personal information, we will make this clear on our websites or by contacting you directly.

Details of the sections of the policy that have been changed will be noted here:

- Initial draft – 24th May 2018

You do not have to agree to any changes if these are not compatible with the initial purposes for which you provided or we collected your data.