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## GSFC Privacy Policy

The aim of Great Shelford Free Church (GSFC) is to make Jesus known and serve His purposes in the local area. To do this, we run various services and activities, and collect personal data from individuals which we need to carry out our principal purposes.

The information you provide will be held under the Data Protection Act 1998 (or as subsequently amended). We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely.

We value and respect everyone who connects with us. In line with our Christian beliefs, our aim is to be as clear as possible about how and why we use information you give us. If your questions are not fully answered by the information below, please contact our Data Protection Officer (DPO) who will be happy to help.

Email [administrator@shelfordfreechurch.org](mailto:administrator@shelfordfreechurch.org).uk or call 01223 842181.

Compliance with the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR) underlies all of our personal information privacy practices. We also have a Data Protection policy which governs how we use the information that we collect about you.

### **Data Protection Statement**

The GSFC data protection statement is as follows:

Keeping your data secure is very important to us. By providing your personal details you agree to allow GSFC to contact you either on the basis of the consents you have given us or for our Legitimate Interests in accordance with current data protection regulations. We will never make your personal data available for marketing purposes to external individuals or organisations. If your details are to be shared in any way (principally by inclusion in the church congregational directory) this will be made clear to you and we will seek specific consent for this.

### **How we collect information about you**

We collect personal information each time you are in contact with us. For example when you become a member, make a donation, ask us to claim gift aid on your donation, attend an activity or event, request a resource, give your details to us for inclusion in the congregational directory of addresses or send us an email.

All financial information is kept by the treasurer and used only for processing transactions and managing the church finances in accordance with legal and regulatory requirements.

### **Why we collect information about you**

We collect information about you for the following reasons: • To provide you with information about opportunities for worship, bible study and social events and activities, including membership-related mailings, events and resources and to tailor this kind of information according to your expressed interests.

- To ask for financial and non-financial support, such as prayer.



- To process donations you give us and to ensure they are recorded correctly.
- To keep records of your relationship with us. For example, your record of church membership, the meetings you have attended as a member, what areas of our work you have supported as a volunteer, or what type of social activities you generally attend.
- To customise the information we send to ensure we only send information which is appropriate to you.
- To enhance or improve your experience on our website. When you indicate your preferences through your use of our site, we may use this information to personalise the site to better meet your needs.

## **Keeping us up to date with your details and contact preferences**

Please tell us as soon as any of your contact details change so that we can keep our records up to date.

You can change the way we contact you or the kind of material we send you at any time by contacting us by mail, phone or email using the contact details above.

You can unsubscribe from our regular emails at any time by emailing [administrator@shelfordfreechurch.org.uk](mailto:administrator@shelfordfreechurch.org.uk) and making this request.

## **Who sees your information?**

The information we collect will be used exclusively within GSFC. We do not pass any of your personal information to any other organisations and/or individuals without your express consent, with the following exceptions:

- Name and address and other necessary details of employees are passed to a payroll agency as a data processor on our behalf for the administration of PAYE and to produce payslips etc. and shared with bodies such as the Baptist Union Pension Scheme as appropriate.
- Gift-aided donations are processed in collaboration with HMRC, with whom necessary details are shared for this purpose.
- All agents we share details with are also compliant with data protection law.
- To minimise the risk of unauthorised disclosure of your information, we may use some of your information to verify who you are when you contact us.

## **Our use of your information**

We use your information to inform you about opportunities for worship, bible study and social events and activities, including membership-related mailings, events and resources and to tailor this kind of information according to your expressed interests.

By providing information you are agreeing to receive mailings that communicate the work of the church.

## **How long do we keep your information?**

The length of time we keep the information you have given us depends on the context in which you provided it. Personal data about members is retained while the membership remains valid, and for as long as is necessary for statistical and reporting purposes within the Baptist Union.



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We will only keep information that is necessary for us to provide membership mailings, other resources and for statistical purposes.

We will keep records of any financial transactions you enter into with us for a minimum of six years. This will enable us to meet with accounting requirements and respond to any questions from you that arise during that period. Gift Aid declarations and transactions must be kept for a minimum of 12 years after the Gift Aid is no longer valid.

## **Viewing the information we hold about you**

You may request details of all the information GSFC holds about you by submitting a written request to our data protection officer. Please write to: The Data Protection Officer, Great Shelford Free Church, Ashen Green, Great Shelford, Cambridge CB22 5EY.

## **Cookies**

We make use of cookies to enable us to analyse how visitors to our website are using them and what pages they are visiting. This enables us to customise and personalise the content on our website. Cookies make the interaction between users and websites faster and easier.

We may use websites such as Vimeo and YouTube to embed videos on our website and you may be sent cookies from them via our site. Please look at the cookie and privacy policies on these 3<sup>rd</sup> party sites if you want more information about this.

We also use 3<sup>rd</sup> party suppliers such as Facebook, and these suppliers may also make use of cookies.

As some of these 3<sup>rd</sup> party services may be based outside of the UK and the EU they may not fall under the jurisdiction of UK courts.

## **What is a Cookie?**

A cookie is a piece of information in the form of a very small text file that is placed on an internet user's hard drive. It is generated by a web page server, which is basically the computer that operates a website. The information the cookie contains is set by the server and it can be used by that server whenever the user visits the site. A cookie can be thought of as an internet user's identification card, which tell a website when the user has returned.

## Appendix A – Website page Privacy Statement

Under Data Protection legislation our church secretary acts as our Data Protection Officer and Controller.

We only use personal information for the purpose(s) for which it was collected, or as otherwise required by law. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

This may include:

- Registering for an event
- Maintain contact with you about events within the church
- Church Administration including rotas you may serve in or gift aid purposes
- To provide pastoral support

Your name and contact details will be entered into our church database which is held on the church office computer which is password protected and accessed only by the Pastor, Church Administrator, Staff members, Elders, and volunteers authorised by those persons. Your contact details will be removed from the database once you are no longer attending our church regularly – unless you ask to remain. You can ask for your details to be removed at any time.

To enable us to provide adequate pastoral support to you and your family, one of the Staff Team may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on a church computer. This information will NOT be disclosed to anyone else without your consent.

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the church. You also have the right to ask for information, which you believe to be incorrect, to be rectified.

If you are concerned about the way your information is being handled please speak to our church administrator. If you are still unhappy, you have the right to complain to the Information Commissioners Office