

# Privacy Policy

## Mathon Parochial Church Concl

### 1. WHO WE ARE

The Parish Church of Mathon in Herefordshire is a registered charity and operates under the rules, guidelines and laws pertaining to the Church of England.

### 2. DATA PROTECTION

The Parochial Parish Council (PCC) of Mathon Church, along with the Rector, takes data protection very seriously and is committed to protecting your privacy and security. This policy explains how and why we use your personal data.

As you browse our website and whenever you communicate with us, we collect information. This deepens our understanding of what you are interested in, and helps us improve the efficiency of our communications and organisation.

The PCC takes great care to preserve your privacy and safeguard any personal details you provide to us, and we will never exchange or sell your information to another organisation unless you give us your permission. We know that this is important to you and want to reassure you that you are always in control of how we use your personal information for communication, organisation and fundraising activities.

You can decide not to receive our communications or change how we contact you at any time. If you wish to do so, or have any questions about this privacy policy or how we use your personal data, please contact [info@mathonchurch.org.uk](mailto:info@mathonchurch.org.uk) or write to The Rector, The Rectory, Church Lane, Cradley, Herefordshire. In the case of our electronic news mailings you can unsubscribe from these at any time by using the link at the foot of each email.

### 3. WHAT INFORMATION DO WE COLLECT?

We collect and use your personal information for carefully considered and legitimate charitable business purposes that help ensure we can run Mathon Church efficiently, raise funds effectively and deliver our charitable objectives. This policy sets out how we use your personal data, what data we collect, and the legal basis for its use and outlines your rights in respect of your personal data.

#### **Personal data you give us**

We collect personal data you provide us with when joining the electoral roll, making certain types of donation, taking part in some fund-raising events or communicating with us in any form including via our website. For example:

- personal details (name, email, address, telephone etc.) when you join the electoral roll or become part of a group associated with the church (e.g. flower arrangers);
- financial information (e.g. gift-aided declarations)

- details of your interests and preferences (e.g. through surveys)
- email address and communication preferences if you register to receive our 'eNews' newsletter and other electronic information bulk mailing.

### **Information from third parties**

We may also receive information about individuals from third parties.

We use social media platforms for engaging with the church and wider community, such as Facebook. As a result, we collect information from social media where you have given us permission to do so, or if you post on one of our social media pages.

### **Sensitive personal data**

We do not collect or store sensitive personal data (such as information relating to health, race or political opinions).

## **4. HOW WE USE INFORMATION**

We always strive to provide a clear, honest and transparent approach regarding how and when we collect and use your personal data, we'll only use your personal data where you would expect us to do so and we'll only use your information for the purpose or purposes it was collected for, including as follows:

### **Communication about the life and work of the church, including fund-raising**

We use personal data to communicate with people and to promote the life and work of the church. This includes keeping you up-to-date with our news and ways you can help fund-raise or support our work.

### **Administration**

We use personal data for administrative purposes (i.e. to carry out our charitable work). This includes:

- receiving donations and gift-aid instructions;
- maintaining databases of our volunteers, PCC members and other supporters;
- Maintaining and administering the Electoral Roll.

## **5. DISCLOSING AND SHARING DATA**

We will never sell your personal data. If you have opted-in to our eNews service, we may contact you with information about other news, events and information that are taking place but which are not managed by Mathon Church, but these communications will always come from Mathon Church and will normally be incorporated into our weekly 'eNews' mailing or in printed material sent directly to you by Mathon Church.

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to

compile statistical reports on website activity. We do not gather any data through which you can be personally identified while you are using our website. For example, we do not use Google Analytics as a part of our website. However, we do use tracking tools to measure the open rates and other user interactions with our eNews mailings in order to monitor their effectiveness as a communication tool.

## **6. CHILDREN AND YOUNG PEOPLE**

### **Photographs, pictures and stories in our eNews and website**

We want young people to join in church activities in Mathon, and sometimes there are opportunities for sharing photos, stories and pictures. We ask consent prior to publishing any child's picture, photo or story; this may include also publishing their name if appropriate.

### **Social media**

We will not distribute or share images of identifiable children or young people without knowledge of express permission supplied by a parent or guardian.

### **Information for parents**

We take great care to protect and respect the rights of individuals in relation to their personal data, especially in the case of children. If your child is under 18, we'll only use his or her personal data with your consent. This means that, for example, we will not send electronic or other information directly to your child without your consent.

## **7. HOW WE PROTECT DATA**

We use various physical and technical measures to keep your personal data safe and to prevent unauthorised access to, or use or disclosure of your personal information. Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means).

## **8. STORAGE**

### **Where we store information**

All data used by the PCC and the Rector is stored within the European Economic Area (EEA), and predominantly in the UK. Some organisations that provide services to us may transfer personal data outside the EEA, but we will only allow them to do this if your data is adequately protected.

For example, some of our data is stored using Microsoft products. As Microsoft is a US company, it may be that using their products results in personal data being transferred to or accessible from the US. However, we will allow this as personal data will still be adequately protected (Microsoft is certified under the USA's Privacy Shield scheme).

### **How long we store information for**

We will only use and store information for as long as it is required for the purposes for which it was collected. How long this will be depends on the type of information and how it is used. For

example, if you ask us not to send you eNews emails, we will stop storing your emails for communication purposes (although we will keep a record of your preference not to be emailed if you are also part of other data sets that we maintain, for example the Electoral Roll).

We continually review what information we hold and delete what is no longer required.

## **9. DATA PROTECTION RIGHTS**

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- the right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as a subject access request);
- the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate data rectified;
- where technically feasible, you have the right to see the personal data you have provided to us that we process automatically based on your consent.

Please keep in mind that there are exceptions to the rights above and, although we will always try to respond to your satisfaction however, there may be situations where we are unable to do so.

If you would like further information on your rights or wish to exercise them, please write to the Rector at the above address.

### **Complaints**

In the first instance, please talk to us using the details set out above.

You also have the right to contact the Information Commissioner's Office (ICO) if you have any concerns about data protection at [www.ico.org.uk](http://www.ico.org.uk) or by calling 0303 123 1113.

## **10. LINKS TO OTHER SITES**

### **Links to other sites**

Our website contains hyperlinks to other websites. We are not responsible for the content or functionality of any of those external websites (but please let us know if a link is not working by using the 'Contact us' link).

If an external website requests personal information from you (e.g. in connection with an order for goods or services), the information you provide will not be covered by the Mathon PCC's Privacy Policy. We suggest you read the privacy policy of any website before providing any personal information.

## **11. CHANGES TO THIS PRIVACY POLICY**

This Privacy Policy may change from time-to-time, for instance to reflect new legal requirements. Please visit this website page to keep up-to-date with any changes.

This Privacy Policy was last updated on 8th May 2018.