

Friends of Barham Church

General Data Protection Regulations – Privacy Statement

The committee of the Friends of Barham Church are committed to respecting and protecting your privacy.

This Policy explains when and why we collect personal information about people who may be donors, interested parties, visit our website, facebook or other media, how we use this information, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By communicating with us, whether physically by written/printed document or online, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to fobc.committee@gmail.com or by writing to us at the address shown at the end of this document.

1. Who are we?

We are a community group dedicated to the maintenance and preservation of St John's Church in Barham, Kent. The funds collected are not paid into the general church funds, but are ring-fenced and used only for projects involving the fabric of the building itself.

2. How we collect your information

We obtain information about you when you complete any forms, physically or online, make donations, or express and interest in our activities.

3. What type of information is collected from you?

The personal information we collect is mainly of non-sensitive nature and might include your name, address, email address, IP address, phone number and information regarding your interests or activities with us.

If you make a donation by standing order through your bank or other financial institution, we hold a copy of that document securely on file for 6 months (for administrative purposes only), after which it is destroyed. The bank account information contained therein is never transferred or retained on any other document or database.

4. How is your information used?

We may use your information to:

- process a donation that you have made
- process gift aid recoveries
- process orders that you have submitted
- to carry out our obligations arising from any contracts entered into by you and us
- dealing with entries into a competition
- seek your views or comments on what we do and the services we provide
- notify you of changes to our activities
- send you communications which you have requested or may be of interest to you. These may include information about campaigns, appeals, other fundraising activities, and promotions our associated organisations

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

5. Who has access to your information?

We will not sell or rent your information to third parties and we will not share your information with third parties for their marketing purposes.

We may, however, pass your information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations and send you mailings). However, when we use third party service providers, we disclose only the minimal personal information that is necessary to deliver the service and we would use a contract requiring them to keep your information secure and not to use it for their own direct purposes.

6. Your choices

We will not contact you for purposes for which you have not given your prior consent. You have a choice about whether or not you wish to receive information from us - you can select your preferences by ticking the relevant the boxes situated on the form on which we collect your information.

You can also change your preferences at any time, either by using the link on a recent email from us or by contacting us direct.

7. How you can access and update your information

The accuracy of your information is important to us and we are continually working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please use the link on a recent email from us or by contacting us direct.

You have the right to ask for a copy of the information we hold about you but, there may be a small £10 charge to cover our costs in providing you with these details.

8. Security

When you give us personal information, we take steps to ensure that it's treated securely.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, but this can never be guaranteed to be 100% secure. As a result, whilst we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Any sensitive information (such as bank details, etc, provided with your standing order) is destroyed after 6 months and is never transferred or retained on any other document or database.

9. Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively.

10. 16 or under

We are concerned to protect the privacy of children aged 16 or under and a parent or guardian's permission is required before we accept their personal information.

11. Use of 'cookies'

Like many other websites, any website or online media we use may utilise cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. This helps us to improve our media and deliver a better more personalised service to you.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites:

Our media may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

12. Transferring your information outside of Europe

The information which you provide to us may be transferred to countries outside the European Union ("EU"), not of our choice but, by way of example, this may happen if any of our servers or online services are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

13. Policy reviews

We review this Policy as and when necessary, so please re-visit it occasionally to check for any amendments or updates. This policy was last updated in March 2018.

14. Contact details

Email contact address - fobc.committee@gmail.com

Postal address – Data Protection Representative, c/o Derringstone House, Barham, CT4 6QB