

Our Privacy Notice

1. Introduction

River Church Sutton values everyone who engages with us by whatever means, and we do all we can to protect your privacy and to make sure the personal data you provide us is kept safe. This policy explains how we collect data, how we use and store information and what it means for you.

2. Who we are

River Church Sutton is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

River Church Sutton
Highfield Hall
320 Carshalton Road
Sutton SM5 3QB
Charity Number: 1104168

3. What information we collect

This privacy policy explains how River Church Sutton and its website comply with the DPA (Data Protection Act) and the General Data Protection Regulation (GDPR). River Church Sutton complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

a. Directly from us

We collect personal information each time you deal with us, for example when you provide your contact details in writing to church staff or volunteers; request materials or information; sign up for an event; make a donation; or otherwise provide your personal details.

b. From website interaction from us

Website usage information is collected using cookies, see the section on Cookies below.

e. Sensitive data

Where you provide the information, we may collect sensitive personal data, including, but not limited to, your religious beliefs, or your physical or mental health.

4. What we do with it

a. Processing of requests/donations

We collect personal information each time you deal with us, for example when you provide your contact details in writing to church staff or volunteers; request materials or information; sign up for an event; make a donation or otherwise provide your personal details. We may use the personal data we collect:

- To inform you of news, events, activities and services running at River Church Sutton;
- To enable us to provide a voluntary service for the benefit of the public;
- To provide pastoral care to our attendees;
- To administer attendance/membership records;
- To raise funds and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications)

b. Basis of processing your data

So that we can provide services you have requested, and keep you informed about news, events, activities and services and process your donations, we will process your personal data on the basis of the consent you provided us with. You are free to change your preferences at any time.

Other processing based on legitimate interest is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement. Legitimate interest is also the basis of our processing relating to members or former members (or those who have regular contact with us in connection with these purposes) and for claiming back tax under the government's Gift Aid scheme, as we are a not-for-profit body with religious aims.

c. Applying for a job or volunteering with us

Where you provide personal data and sensitive personal data when applying for a job or volunteer role with us, such as the information on your CV or application form, we will process, store and disclose the personal data we collect to:

- Support the recruitment process;
- Answer any questions you may have;
- Use third parties to provide services such as references, qualifications, criminal referencing, checking services, or verification of information you have provided;
- Provide anonymised data to monitor compliance with our equal opportunities policy.

5. How and where we store your information

a. How long?

We will keep your personal information only for as long as we consider it necessary to carry out each activity. We take account of legal obligations and accounting and tax considerations as well as considering what would be reasonable for the activity concerned.

b. Security

We ensure that we have appropriate technical controls in place to protect any personal data you provide. For example, we ensure that any online forms are encrypted and our network is protected and routinely monitored. We ensure that access to personal data is restricted only to those staff members or volunteers whose job roles require such access and that suitable training is provided for these staff members and volunteers.

c. Banking security

We may hold your bank account details if you have asked us to set up a standing order for you, which are stored securely and retained in line with legal requirements.

d. Where we store your personal information

We use cloud-based systems to process data and therefore data may be processed outside of the European Economic Area (EEA). We adopt the Information Commissioners approved measures and therefore ensure that personal data is held in compliance with European data protection regulations. We take all reasonable steps to ensure that your data is stored and processed securely in accordance with this policy. By submitting your personal data you agree to this transfer, storing and processing of your information.

6. When we share your personal information

Your personal data will be treated as strictly confidential and will only be shared with staff and members of the church in order to carry out a service or for purposes connected with the church. We will only share your data with third parties with your consent.

a. Legal duty

We may need to pass on information if required by law or by a regulatory body. For example, a Gift Aid audit by the HMRC, or if asked for details by a law enforcement agency.

b. Our service providers

We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent, with the following exception – by providing us with your details you are giving the church your express permission to transfer your data to our service providers including mailing houses, such as MailChimp, to enable fulfilment of the purpose for collection.

Where such details are shared we have confidentiality agreements in place that restrict the use of your information to the purpose for which it is provided and ensure it is stored securely and kept no longer than necessary.

7. Cookies

a. What are cookies?

A cookie is a small amount of data that is sent to your browser and stored on your computer's hard drive. Our website may make use of cookies to collect information about our visitors through Google Analytics.

b. How we use them on our website

To enjoy our website to the full, we recommend that you leave cookies turned on. If you turn off cookies then you may not be able to enter parts of the site. The cookie data that we collect we may use to customise the content on our website and to help to understand visitor's current and future needs

c. Managing cookies

Most browsers allow you to turn off the cookie function. To do this you can look at the help function on your browser.

d. Third party cookies

We work with a number of third party suppliers who set cookies on our website to enable them to provide us with services. These are mainly used for reporting purposes so we can improve the way we communicate. If you are concerned about this you can change your cookie settings (see above) and can find more information about this [here](#).

8. Children

Families making use of the children's facilities during our services are required to provide personal data for their children. This data is provided with the consent of the parent or guardian and is securely held and stored as above. We require parental consent for any child under the age of 13.

9. Your choices and telling us when things change

a. Preferences

You can change your preferences on what you receive from us, or how we contact you, by mail or email, at any time. You can do so by:

Email us on: office@riverchurchsutton.org

Write to us at: Data Security Manager, River Church Sutton, Highfield Hall, 320 Carshalton Road, Sutton SM5 3QB

b. Updating your details

We do appreciate it if you keep your details up to date. You can do so in the same way as updating your preferences (above). We may use Post Office address search, postcode lists or other available sources to confirm data that you provide us with, where, for example, we are unsure of what you have completed on a form. We will not use these sources to create data that you have chosen not to provide, for example, if you have left a telephone number blank; nor will we automatically update changes of address, we will normally only update your address when you tell us it's changed.

c. Telling us to stop processing

You have the right to ask us to erase your personal data, to ask us to restrict our processing or to object to our processing of your personal data. You can do so at any time by:

Email us on: **office@riverchurchsutton.org**

Write to us at: Data Security Manager, River Church Sutton, Highfield Hall, 320 Carshalton Road, Sutton SM5 3QB

10. Access to your information

You have the right to request details of the information we hold about you. To make this request, please write to us at the details above. For more information about your rights under the Data Protection Act (DPA) and General Data Protection Regulation (GDPR) you can visit the website of the Information Commissioner's Office: **ico.org.uk**

11. Changes to this privacy notice

This privacy notice was last updated in May 2018. We may amend this policy from time to time to take account of changes to our processes or changes to data protection or other legislation. If we make any significant changes to this policy we will show this clearly on our website or in our communications. By continuing to use our website you will be deemed to have accepted these changes.

12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

13. Governing law

The Privacy Notice is subject to English law. All claims or disputes (including non-contractual disputes or claims) arising out of or in connection with the use of the websites shall be subject to the non-exclusive jurisdiction of the courts of England and Wales.

If you have any queries please contact us at **office@riverchurchsutton.org**