

## **BIRTLEY COMMUNITY CHURCH**

### **DATA PROTECTION STATEMENT**

Keeping your personal details secure is very important to us. By providing information you agree to allow Birtley Community Church (BCC) to contact you based on the consents you have given us in accordance with current data protection law (General Data Protection Regulations) We will never make your personal information available for marketing purposes to external individuals or organisations. For more information, use the contact details on our web site <http://www.birtleycc.org.uk/contact-us/>.

#### **HOW COULD WE COLLECT INFORMATION ABOUT YOU?**

We collect information about you when you give us your personal details so we can contact you as a member of the congregation, volunteer in one of our ministries and if you decide to become a member of Birtley Community Church. This may be when you visit us, send us an email or sign a consent form relating to your child.

#### **WHY DO WE COLLECT INFORMATION ABOUT YOU?**

We collect information about you for the following reasons:

- To enable us to contact you with regard to the ministries and programme of Birtley Community Church, and other events or services we believe may be of interest to you.
- To maintain up to date information regarding our congregation and the activities of the church
- To keep the necessary financial records of income received by the church
- In the interests of Safeguarding our children, young people and those with learning and support needs.
- As an employer.

#### **KEEPING US UP TO DATE WITH YOUR DETAILS AND CONTACT PREFERENCES**

Please tell us as soon as possible of 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 on our web site <http://www.birtleycc.org.uk/contact-us/>. You can unsubscribe from any regular emails at any time by contacting us in the same way.

#### **WHO SEES YOUR INFORMATION?**

The information we hold about you is used only within Birtley Community Church. We do not pass any of your personal information to any other organisations and/or individuals without your express consent.

## **OUR USE OF YOUR INFORMATION**

The information that you provide will be used to keep church membership records, to perform our usual church activities, and also to give you information about the events held at or organised by Birtley Community Church. We also use the information to manage our employees and volunteers, and to maintain our own accounts (including the processing of Gift Aid).

## **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. We will only keep information regarding your membership of BCC that is necessary for us to remain in contact with you and for the purpose of maintaining current church membership records. As an employer, again we will only keep records regarding your employment for as long as is deemed necessary once employment ceases. 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.

## **HOW ABOUT COOKIES?**

Cookies are text files linked to our website 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. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

## **VIEWING THE INFORMATION WE HOLD ABOUT YOU**

You may request details of all the information Birtley Community Church holds about you by contacting us using the contact details on our web site <http://www.birtleycc.org.uk/contact-us/>. You may ask that any wrong information about you is corrected, and/or removed if is no longer necessary for the information to be kept. You also have the right to withdraw your consent regarding the use of your personal information at any time.