

PROPOSED DATA POLICY

At Latimer Congregational Church we are committed to protecting and respecting your privacy. This policy explains when and why we collect personal information about people who visit us, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Who are we?

We are Latimer Congregational Church, an independent church which is a member of the Evangelical Fellowship of Congregational Churches. Any questions about our church can be directed to:

Latimer Congregational Church, Grovehill Road, Beverley, HU17 0JD
(01482)867992 bevlatimer@hotmail.co.uk

How do we collect information from you?

When you join an activity which requires us to record contact information – you will be the one telling us. We will only accept personal data about you from someone else in exceptional circumstances.

When you e-mail us, we collect the information that you care to share.

What type of information is collected from you?

What we have already indicated - personal information which might include your name, address, email address. If you attend a children's activity, you will furnish us with details of the child in your care. Once a child reaches the age of 13, we will readily accept personal details from them.

How is your information used?

Primarily to contact you and keep in touch.

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 only hold your personal information for as long as is necessary for the relevant activity or as long as legally required.

Security precautions are in place to protect the loss, misuse or alteration of your information.

Who has access to your information?

Only those members of the church and leaders of the activities with whom you have contact.

Members and regular worshippers share their contact details but we will always ask you if you wish to be included in that process.

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

If there is ever the need to pass your information to a third party, we will always ask your permission.

How you can access and update your information

The accuracy of your information is important to us. If you change any contact details, please tell us.

You have the right to ask for a copy of the information Latimer Congregational Church holds about you. Just ask and we will arrange things for you.

November 2018

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