

PRIVACY STATEMENT

Your privacy is important to Sherwood Forest Community Church Charitable Trust (known hereafter as 'SFCC' or the 'Trust'). This privacy statement provides information about the personal information that 'SFCC' collects, and the ways in which the 'Trust' uses that personal information.

Personal Information Collection

'SFCC' may collect and use the following kinds of personal information:

- Personal data including names, addresses, date of birth, telephone numbers (including mobiles) and email addresses for the purpose of keeping you up to date with all information available to the 'Trust'. This information will also be retained when employing Staff (remunerated or not), both within the Church Centre and the Trading Premises operating under the Trusts name for purposes of complying with the current law.
- You are not required to register with our website to access the information contained within it and therefore we will not take your information via our website.
- No transactions are carried out on website apart from booking into courses for which payment is required. For the taking of payments, we use a third party (PayPal) to process all financial transactions. This organisation maintains its own Privacy Policy for your protection (<https://www.paypal.com/in/webapps/mpp/ua/privacy-full>).
- 'SFCC' may have historically collected information via the 'Money Advice Centre' purely for the benefit of the individuals it serviced. This information is not shared with third parties. The 'Money Advice Centre' has now ceased to operate but the information collected will be retained in line with current legislation (currently six years)

Using personal information

'SFCC' may hold and use your personal information in the following circumstances:

- Where there is a contract in place. For example, in the case of room hire.
- Where there is a legal obligation for us to hold and use your information. For example, the 'Trust' has legal obligation to provide to HMRC details of all individuals who may donate to the 'Trust' using the Gift Aid Scheme.
- Where there is a 'vital interest' issue. For example, our records may contain information of any serious medical condition that you advise us of, purely for your own safety.
- We may, but only with your express consent, include Personal Information on the Church website (www.sfcc.org.uk) regarding you and your role within the Church (publish information about you on the website) This may include photographs or video content.

To be able to store, use and share your data, all individuals are required to give their express consent to the Trust. This includes that if you wish to receive continuing communication from the Trust by electronic methods (including email, text message, WhatsApp message) or by any other personalised communication. This consent will be recorded.

Where 'SFCC' discloses your personal information to its agents or sub-contractors for any purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, 'SFCC' may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

Securing your data

'SFCC' will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

'SFCC' will store all the personal information you provide (on its secure servers).

All data held by the Trust will be stored on password protected computers and potentially may be stored within excel spreadsheets, word documents and on google drive and/or drop box or similar service.

Cross-border data transfers

Information that 'SFCC' collects may be stored and processed in and transferred between any of the countries in which the Trust operates to enable the use of the information in accordance with this privacy policy.

We may, from time to time use external third parties who are based outside the European Economic Area (EEA) so their processing of your personal data will involve a transfer of data outside the EEA. Example of third party providers used by 'SFCC' are:

- Course and event management systems Eventbrite.
- Electronic marketing and research services such as Mailchimp
- Payment processing systems such as PayPal

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission. For further details, see European Commission: Adequacy of the protection of personal data in non-EU countries.

Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe. For further details, see European Commission: Model contracts for the transfer of personal data to third countries.

Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between the Europe and the US. For further details, see European Commission: EU-US Privacy Shield.

In addition, as websites may be viewed internationally, where you agree to have personal information published on our website, (including personal images) any such information that you may submit for publication on our website you are in agreement to the cross-border transfer of that personal information.

Updating this statement

‘SFCC’ may update this privacy policy by posting a new version on the Trust notice board in the Church Centre. The latest version of our Privacy Policy is also available on our website.

You should check occasionally to ensure you are familiar with any changes.

Other websites

The Church website contains links to other websites.

‘SFCC’ is not responsible for the privacy policies or practices of any third party.

Contact Admin Team on office@sfcc.org.uk or 01623 797733.

If you have any questions about this privacy policy or ‘SFCC’'s treatment of your personal information, please contact us in writing at the above email address or by post to Sherwood Forest Community Church, Main Street, Blidworth, NG21 0PX

Other Important Information

- A) This Privacy Statement has been written in the light of changes that come into effect on 25th May 2018 regarding data protection laws (known as GDPR – General Data Protection Regulation). These changes mean that the individual has more say about how personal details are stored and for what purpose they are retained. Data Protection legislation uses several terms:
- i. *Data Subject* – Person about whom the Trust holds information on
 - ii. *Data Controller* – The Church or Charitable Trust
 - iii. *Data Processor* – Any organisation that processes data on behalf of the controller

- B) All individuals aged 13+ can give individual consent for their information to be stored and used by the ‘Trust’. For those under this age consent must be given by a parent/guardian or legal representative.
- C) Individuals, under the new legislation have the following rights (which are explained in full detail at www.ico.org.uk):
- i. The right to be informed
 - ii. The right of access
 - iii. The right to rectification
 - iv. The right to erasure
 - v. The right to restrict processing
 - vi. The right to data portability
 - vii. The right to object
 - viii. Rights in relation to automated decision making and profiling.
- D) ‘SFCC’ will from time to time undertake an audit of the data that is held and if appropriate:
- i. Obtain fresh consent in writing from all appropriate individuals
 - ii. If verbal consent has been given we will record who gave it, who took it and date it was taken and also approach the individual to confirm this in writing.

Example of Consent

As you may be aware, significant changes will be coming into effect on 25th May 2018 regarding data protection laws, which will mean you will have more say about how your personal details are stored by organisations and for what purpose.

This means that we will need to re-confirm your consent for us to contact you.

We value you and love to keep you up to date with everything that is happening here at Sherwood forest Community Church.



Whilst we are carrying out this review we would also like to ensure that we have the correct details for you and to understand how best to contact you, if at all.

If you would like to speak to us regarding how this may affect you then please telephone the office on 01623 797733 or email us at office@sfcc.org.uk

I am pleased to confirm my consent for Sherwood Forest Community Church to contact me

Name _____

Address _____

_____ Postcode _____

Telephone Number _____ Mobile _____

Date of Birth _____ eMail _____

Or

I do not wish to give my consent to Sherwood Forest Community Church to contact me

Name _____

Signature _____ Date _____