

PRIVACY POLICY

CARRICKFERGUS VINEYARD

27 Lancasterian Street, Carrickfergus BT38 7AB (028) 9332

9916 / 07709 496156

Website: carrickfergusvineyard.org



CARRICKFERGUS
VINEYARD CHURCH

Carrickfergus Vineyard is a Charitable Company limited by guarantee registered in Northern Ireland under Company No. **NI604963**. Charity Registration No. **101536**.

Here at Carrickfergus Vineyard Church we take your privacy seriously. This policy sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed.

1) What Information Do We Hold?

- a) The only information we hold is the information that you give us, when filling in Connection Cards, forms on our website, through the Carrickfergus Vineyard portal of the ChurchSuite app, at events we run, or when corresponding with us by phone, email or letter. The information you give us may include your name, postal address, e-mail address, phone number and any relevant financial information.
- b) Any other information you give us for a specific purpose e.g. in relation to children's or youth ministry or Life Groups.
- c) If you are a Carrickfergus Vineyard employee, volunteer or 'Licensed Senior Pastor' (LSP) we as a church may also hold certain categories of sensitive information such as personal financial details, age, gender, marital status, date of birth, full employment and educational history, references, medical and criminal records.

2) How Will We Use Your Information?

- a) To effectively organise our church activities and to help you (as an employee or a volunteer) to serve God and others as effectively and efficiently as possible.
- b) To communicate our values to those who regularly attend.
- c) To share messages delivered in our services by electronic means.
- d) If you sign up for electronic newsletters we will use your information to send you news and information about Carrickfergus Vineyard and affiliated organisations.
- e) To maintain accurate and up to date records of our employees, volunteers and LSPs
- f) To run Disclosure and Barring Service checks on employees, volunteers and LSPs in accordance with our safeguarding and employment policies

3) Where Do We Store Your Personal Data?

- a) We are committed to holding your personal information securely. Only Carrickfergus Vineyard staff, volunteers or LSPs that need to see the data can access it.
- b) We may store your information on computers, in paper form, or both.
- c) All computers, laptops, tablet devices, mobile apps and external hard drives are securely password-protected and encrypted as part of what we do to keep your data as secure as possible.
- d) Any paper files that hold personal information (other than names and contact details) are kept on secure premises in locked cupboards and filing cabinets.
- e) Information you provide to us is stored on ChurchSuite which uses secure UK-based servers. Where we have given you (or where you have chosen) a password that enables you to access any secure parts of our site (now or in the future), or the ChurchSuite app, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.
- f) Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.
- g) Information you provide for the Carrickfergus Vineyard Church newsletter including your name and email address, is stored on Mailchimp, a bulk email system which uses **TLS** (Transport Layer Security) encryption.

4) What Is our Legal Basis for Processing your Data?

a) Our legal basis for processing personal data is different depending upon the purpose it was collected for. The main types of data that we hold is set out below.

- i) Data collected for Carrickfergus Vineyard newsletter emailing is held on consent (unless otherwise stated).
- ii) Data collected through our booking systems for the events that we run is held for our legitimate interests.
- iii) Employee, volunteer and LSP data records are processed to comply with legal and contractual obligations and to fulfil our legitimate interests as a church.

5) How Long Do We Hold Your Data?

a) The length of time that we will retain your data will vary depending upon the purpose for which it is processed.

b) Data that is held by us on consent is only kept for as long as we have your consent to hold and process that data, or until a legal obligation has been met.

6) Your Rights

a) Under UK legislation you have a number of rights about how your data is processed. Full details of your personal rights can be found on the Information Commissioner's Office website – <https://ico.org.uk/>. The ICO for Northern Ireland can also be contacted on: 0303 123 1114 or by email at ni@ico.org.uk.

b) Your rights include the right to:

- i) Request access to the data we hold about you,
- ii) Have inaccurate and incomplete data rectified,
- iii) Have the personal data we hold on you deleted (except where we are required to hold the data by law),
- iv) To restrict the processing of your personal data in certain circumstances.

c) Data that is held on consent will only be processed as long as we have your consent. To withdraw your consent, you can contact us by emailing us at: jules@carrickfergusvineyard.org

7) Other Websites

a) Our church website may, from time to time, contain links to and from other websites, affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

8) Cookies

a) Our websites use cookies for the following reasons:

- i) To allow you to carry information across parts of our website and avoid having to re-enter information when you return to our home page;
- ii) To measure our website traffic and analyse how our website works. This will allow us to make changes to our websites in the future and make them easier to use;

b) You can accept or decline cookies by modifying the settings in your browser. Please note that if you disable all cookies then you may not be able to access some parts of our websites.

9) Changes to our Privacy Policy

a) Any changes we make to our privacy in the future will be updated in this policy and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy on the church website.

10) Contact

a) If you have any questions, comments or requests regarding this privacy policy, or to see a copy of our full GDPR policy, please email jules@carrickfergusvineyard.org or write to us at:

THE DATA PROTECTION COMPLIANCE MANAGER

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