

# Sutton Vineyard Data and Privacy Policy

## Who we are?

Sutton Vineyard is a Christian Church affiliated to Vineyard Churches based in Sutton, Surrey.

Sutton Vineyard is a Charitable Company registered in England and Wales under Company number 03319200 and Charity Number 1061363.

Your personal data is important to us and we take great care in how we look after it and how we use it. In the language of the GDPR, Sutton Vineyard is the “Data Controller”

## Your Personal Data – What is it?

“Personal Data” relates to a living individual, the “Data Subject”, who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession.

The processing of personal data is governed by The General Data Protection Regulation 2016/679, the “GDPR”.

## How do we process your Personal Data?

Sutton Vineyard complies with its obligations under the GDPR by

- keeping personal data up to date;
- storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure;
- ensuring that appropriate technical measures are in place to protect personal data.

## Types of Personal Data collected

Personal data collected by us includes

- personal details such as title, name and date of birth;
- contact details such as postal address, email and contact number;
- additional information such as marital status, nationality and family details;
- financial information such as bank details;
- non-financial information such as passports and driving licences;
- employee and volunteer data such as education, qualification and work experience;
- visits to the website and email systems;
- photographs provided by you or taken at Sutton Vineyard services or events;

We may collect sensitive data (“Special Category Data”) such as

- health information;
- religious information;
- religious affiliation;
- prayer requests;

## How Personal Data is collected?

Personal data is collected each time you are in contact with us, for example, when you:

- provide us with contact details;
- register for a Sutton Vineyard event;
- attend/participate in Sutton Vineyard service or event/activity;
- contact us by means such as email, text, letter or telephone;
- have face to face meetings with staff and/or volunteers;
- make a donation to Sutton Vineyard;
- apply for a job or to volunteer at Sutton Vineyard;
- visit the website or receive an email;
- access social media platforms such as Facebook, YouTube, Vimeo, WhatsApp, Twitter, Instagram;

## We use your Personal Data for the following purposes

We collect information about you for a variety of uses based on different reasons

- to keep you informed about news, events, activities and church life at Sutton Vineyard;
- to administer our records of people connected with Sutton Vineyard;
- to run and coordinate our church services and associated events;
- to run our Kids and Youth ministries including compliance with safeguarding laws;
- to enable the church to provide community services for the benefit of the public in our local area;
- to fundraise and promote the interests of Sutton Vineyard's ministry and mission;
- to maintain and improve our website and communication platforms;
- to answer an inquiry or request for further information or complaint about us, our services, activities and events;
- to set up direct debits, standing orders and one off card payments;
- to contact you regarding donations and to claim gift aid;
- to maintain our own financial accounts and records;
- to manage employees and volunteers;
- to administer contractual agreements;
- to comply with our legal and statutory obligations.

## What is the Legal Basis we use for processing your personal data?

We will only process your personal information where we have a legal basis to do so which will depend on the reason we collected the information. Under the Law in almost all cases the legal basis will be:

- because it is Sutton Vineyard's legitimate interest to function and improve as a church in the running of our services, events and ministries.
- because it is in your legitimate interest, as part of the church community, to be informed about news, events, activities and church life and with your consent receive marketing communications. We ensure you have the option to change your consent.
- because you have consented to Sutton Vineyard using your information for a particular purpose such as signing up of an event, course or group;
- because we need to use your personal information to carry out legal obligation such as protection and welfare of individuals and gift aid.
- because we need your personal information to take steps into a contractual relationship with you such as hiring our premises or maintenance agreements.

## Sharing your personal data?

Your personal data will be treated as strictly confidential and will be used by staff and key volunteers of the church in order to carry the purpose it was obtained in line with the permissions you have given us. Your information may be shared with additional volunteers in line with the purpose it has been obtained.

Some data you provide us may be transferred on to our third party services such as ChurchSuite and Mailchimp. Where such details are shared, agreements in place restrict the use of your information to the purpose for which it is provided and ensure it is stored securely and in accordance with applicable data protection and privacy laws.

Any data that is provided by paper form, may be transferred to a secure system before being stored in a secure physical filing system. Personal data, held electronically, is stored in a secure server or secure files. Security measures are taken to protect your information from access by unauthorised persons.

We do not sell or pass any of your personal information to any other organisations and/or individuals without your expressed consent, unless required to by legal or statutory obligations.

## How Long do we keep your data?

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

Information will only be kept as long as is necessary for the purposes for which you provided it or we obtained it and will be minimized to ensure we only keep what is necessary.

Where your information is no longer required we will ensure that it is disposed of in a secure manner.

## Cookies

### What are cookies?

Cookies are small text files that are automatically placed onto your device when you visit a website.

They are widely used to enhance the user experience, optimise the performance of websites, save options chosen by visitors, provide website owners with information about how their websites are being used and offer goods and services to users. This allows website operators to identify areas for improvement, offer personalised and secure services and develop our websites effectively.

### Do I have to agree to cookies?

Most web browsers accept cookies automatically. However, you do not have to accept most cookies deployed to your device. If you wish to control the cookies that are placed on your device, you should be able to customise the settings of your web browser and adjust your cookie settings yourself. If you can't do so, you may wish to consider changing your web browser.

Please note that if you disable some or all of the cookies, you may find that our websites don't function correctly. It is not possible to disable cookies or other similar technology that are strictly necessary to operate our websites such as load-balancing cookies or those that enable us offer goods or services to you or offer secure log-in or sign-up options.

### Acceptance of our cookies policy

If you do not change your browser settings and you continue to use our websites, we will conclude that you have consented to us using cookies as detailed in this policy. If you select any option we offer for us to store your cookie preferences for our websites, we will use a cookie on your device to remember this for future visits.

Our websites use cookies for the following reasons

- To allow you to carry information across pages of our websites and avoid having to re-enter information when you return to one of our sites;
- To measure our website traffic and analyse how our websites work. This will allow us to make changes to our websites in the future and make them easier to use;

## Your right and your personal data?

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Sutton Vineyard holds about you.
- The right to request that Sutton Vineyard corrects any personal data if it is found to be inaccurate or out of date.
- The right to have your personal data erased, unless it is required for legal and statutory reasons.
- The right to withdraw your consent to the processing of your data at any time.
- The right to request that Sutton Vineyard provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data, (where applicable).
- The right to lodge a complaint with the Information Commissioner's Office.

If you wish to exercise any of these rights, please contact our Data Protection team by emailing [admin@suttonvineyard.org](mailto:admin@suttonvineyard.org)

If we are not sure who you are, we may ask for reasonable proof of your identity before providing you with information or carrying out any of the above actions.

## Changes to this Privacy Policy

Any changes we make to our data and privacy policy in the future will see this document updated. Please check back frequently to see any updates or changes.

This document was last updated February 2019

## Contact

If you have any questions, comments or requests regarding this data privacy policy please email [admin@suttonvineyard.org](mailto:admin@suttonvineyard.org), call us on 02086411689 or write to us at Stayton House, 93 Stayton Road, Sutton, Surrey, SM1 2PS