

Sutton Vineyard Data and Privacy Policy

Introduction

Here at Sutton Vineyard we take your privacy seriously. We value everyone who engages with us and we are committed to protecting your personal information.

General Data Protection Regulations (GDPR) May 2108

The data legislation is designed to protect personal data about living individuals. This means that any person or organisation who handles personal data must comply with the requirements of the legislation. This policy explains how we collect data, how we store information and what it means for you.

Information is collected from you so that we can keep in contact with you and let you know of news and events happening in the church that we think may be of interest to you. You may be asked to provide information such as your name or email address in order to sign up to an event or to receive information from us on church-related activities. It is entirely your choice whether to give us information about yourself or not.

There are governing principles that must be followed in relation to the processing of data about individuals including that data be:

- Processed lawfully
- Collected for a specific purpose
- Relevant and necessary
- Correct and up to date
- Kept no longer than needed
- Processed in accordance with individual's rights
- Kept securely
- Not to be shared outside EEA without verifying adequate levels of protection

Who we are

Sutton Vineyard is a Christian Church affiliated to Vineyard Churches. We are passionate about making a difference through the Christian faith by transforming lives and communities.

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

Registered address: Stayton House 93 Stayton Road, Sutton, Surrey, SM1 2PR
020 8641 1689 admin@suttonvineyard.org

What information do we collect?

Information that you give us directly

We collect personal information each time you interact with us for specific activities, for example when you use our website or printed forms or correspond with us via phone, email or letter to:

- Get connected
- Register for an event or activity
- Complete a survey, questionnaire or feedback form
- Make a donation to us
- Or otherwise provide us with personal information

The information you give us may include personal data such as your name, date of birth, postal address, email address, phone numbers, financial and credit card information, personal descriptions and/or photographs.

If you are a Sutton Vineyard employee or volunteer we may also hold certain categories of information such as full employment and educational history, references, medial and criminal records.

Information that we collect from your use of websites

We collect non personal data such as IP address, details of pages visited and files downloaded. Website usage information is collected using cookies, see the cookies selection below.

Information that we receive from other sources.

We may receive information about you from third parties.

Sensitive data

Data Protection laws recognises that certain categories of personal information are more sensitive. This is known as sensitive personal data or special categories of data and covers health information, race and ethnicity, religious or philosophical beliefs and political opinions amongst other things.

We do not collect sensitive personal information about you unless there is a clear reason for doing so.

We may be told of such sensitive personal information, such as health this will be used to ensure we provide the best care and support we can.

Why do we hold personal data?

We collect personal data for the following:

General administration of the church, for example pastoral care, preparation of rotas, recording attendance, maintaining financial records.

Contacting you to keep you informed of church-related activities and events.

Statistical analysis; to monitor trends in attendance at services, small groups and courses to help us be more responsive to the needs of the church.

How do we use your information?

We may use information for the following way:

To provide you of news and events, via post, email and text of what's going on at Sutton Vineyard, the wider Vineyard movement and other affiliated organisations, if you have consented for us to do so.

To provide you with information and resources you have requested about our work or our activities.

To process event bookings that you have signed up to.

To process any donation(s) we may receive from you, to claim Gift Aid on these donations and to update you on how your donations are being used.

To contact you about a donation you have made.

To set up direct debits, standing orders and one off card payments.

To maintain accurate and up to date records of our employees, volunteers and church members.

To run checks on employees and volunteers in accordance with our safeguarding and employment policies.

To administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes.

To improve our website to ensure that content is presented in the most effective manner for you and for your device.

As part of our efforts to keep our site safe and secure.

Where do we store your personal data?

We maintain a high level of security in relation to the collection storage and disclosure of your information. This is very important to us and we take all the necessary steps to ensure that any information we hold about you is safe.

Only Sutton Vineyard staff and authorised volunteers that need to see data can access it.

We may store your information on computers (on hard drives, or use cloud-based storage), in paper form or both. All computers that store any personal information are password protected. Any paper files that hold personal information (other than names and contact details) are kept on secure premises in locked cupboard and filing cabinets.

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this policy and in compliance with the General Data Protection Regulations (2018);

Information you provide to us is stored on our secure servers. Where we have given you a password that enables you to access certain parts of our sites, it is your responsible for keeping this password confidential. We ask you not to share a password with anyone.

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.

Any sensitive or special categories of data you may provide to us are only shared on an absolute need to know basis, and are deleted after each relevant event unless we need to keep that information for a longer period e.g. for safeguarding reasons.

What is our legal basis for processing your data?

Our legal basis for processing personal data is different depending upon the purpose it was collected for. The following list covers the main types of data that we hold.

Data collected to keep you informed about a specific area you expressed an interest in, is held to fulfil your legitimate interest and ours.

Data collected to keep you posted about Sutton Vineyard news and events is held via consent (unless otherwise stated). We also ensure you have the right to unsubscribe from these.

Data collected through our booking systems for the events and courses that we run is held for our legitimate interests or because of a contractual obligation to do so.

Data collected about your children or young people when they are attending Kids or Youth is held on parental consent and vital interests.

Employee, volunteer and church member data records are processed to comply with legal and contractual obligations and to fulfil our legitimate interests as a church community. Some of your records may be held with your consent. Where we choose to hold such records on consent we will ask for you to agree to this when your data is collected. We will also inform you how you can withdraw your consent if you wish to do so.

How long do we keep your data for?

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.

For more information email admin@suttonvineyard.org

What are your rights?

We'd like to keep all who engage with Sutton Vineyard up to date with our activities and events.

We will not use your information for marketing or fundraising

Under GDPR legislation you have a number of rights about how your data and how we use it. You have the right to

- request a copy of the information we hold about you and details of what we do with that information (known as a subject access request)
- update or amend the information we hold about you if it is wrong
- change your communication preferences at any time
- withdraw your consent to use of your personal information where we are relying on consent as the legal ground for processing it
- ask us to remove your personal information from our records
- ask us to restrict the processing of your personal information
- obtain a portable copy of certain personal information where this is processed automatically
- object to the processing of your information for marketing purposes
- raise a concern or complaint about the way in which your information is being used
- ask us to explain any automated processing we carry out and the impact of this on you

If you wish to exercise any of these rights, please contact our Data Protection team by emailing 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.

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;

Changes to 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 July 2018

Contact

If you have any questions, comments or requests regarding this data and privacy policy please email admin@suttonvineyard.org or write to us at

Stayton House, 93 Stayton Road, Sutton, Surrey, SM1 2PS