

## **Hanney Chapel Privacy Notice**

### **How Hanney Chapel (“we”) use your information**

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

### **Data Controller**

Hanney Chapel is the data controller and responsible for your personal data.

### **Why are we collecting your data?**

We collect personal data to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law. In legal terms this is called ‘legitimate interests’. When it is required, we may also ask you for your consent to process your data. We do not share your information with others except as described in this notice.

### **The categories of information that we may collect, hold and share include:**

- Personal information (such as name, telephone number, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth)
- Special categories of personal data (such as your religious beliefs)

### **Storing your data**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Details of retention periods are available in our retention policy which you can request by contacting Andrew Woods.

### **Security of your data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees or trustees who need to know. They will only process your personal data on our instructions.

We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO where we are legally required to do so.

### **Who do we share your information with?**

We will not share your information with third parties without your consent unless the law requires us to do so.

### **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact Andrew Woods.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact Andrew Woods.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting Andrew Woods or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Use of this website**

### **Cookies**

Cookies are simple text files (i.e. not programs / applications) and as such are harmless as they don't do anything in and of themselves, they just contain useful information - typically a site name, an unique user identification number and an expiration date / time.

When you visit a website that uses them, a cookie is created on your device which may be used on subsequent visits to tailor or vary the website content.

This website uses cookies to improve our quality of service through the functionality of Google Analytics, a web analytical service provided by Google. This tool helps us analyze how you navigate and use the site which enables us to work on improving your interaction with and experience of the site. Follow the link to obtain more information about [Google Analytics and privacy](#).

The cookies used on this website do not automatically collect or mine personally identifiable information about you, but, if you wish to restrict or block the cookies set by us, or by any other website, you can do this through the settings of your browser. Consult the Help function in your browser for more information about how to do this.

### **Collection of personal information**

If you get in touch with us via the form on the [CONTACT](#) page of our website then your name, email address or other personal information that you choose to supply will be stored. This information will be kept in confidence and will only be used by us to contact you and to help serve you better - it will not be disclosed to a third party unless legally obliged to be shared under UK law.

### **Links to external websites**

We have included [links to external websites](#) that we think may be useful or of interest to you but we are not responsible for the content or reliability of external websites and we do not necessarily endorse the views expressed within them.