

## Privacy Policy

At One Church Brighton, we're committed to protecting and respecting your privacy. We have tried to make our policies as understandable as possible whilst ensuring that we include the statutory information we need to. However, if you need any help or clarification we are more than happy to talk through our policies around data protection. Please just email or speak to Claire Bird.

This Policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure. You can find our Privacy Policy on our website. We review this policy annually and may make occasional changes. Our website will have the most current version.

### Who are we?

We are a passionate, inclusive and creative church in the heart of Brighton. We are committed to working together, and with like-minded others, to help build a fairer, kinder and more equal city. We run a wide variety of projects as a registered charity (no. 1142607) and company limited by guarantee. Our registered address is One Church Brighton, Gloucester Place Brighton BN1 4AA.

In this policy One Church Brighton is referred to as the church. Under the General Data Protection Regulation (GDPR) One Church Brighton (trustees, staff, volunteer project leaders) is the Data Controllers and Claire Bird the Data Protection Lead.

### Why and how do we collect information from you?

We ask to collect information about you when you become a church partner, use or want to know about our projects or services, work for us or volunteer with us, hire our buildings, make a donation or request to be kept up to date with our news letters and events. We collect this information to enable the church to keep in touch, showcase our services, for health and safety and to provide support where needed.

We will collect information from you according to your involvement with One Church Brighton. This will often be in a paper based or electronic format including, but not limited to, volunteer application forms, job applications, church newcomer and partnership forms and building hire agreement forms.

### What type of information is collected from you?

The personal information we receive from you will be relevant to your involvement with One Church Brighton and might include your name, address, email address, date of birth, DBS status, your emergency contact and any relevant training acquired. If you are a regular giver or make a donation your account details are not held by us, it is collected by our bank or online payment provider, who have their own secure online processes.

### How is your information used?

We may use your information to:

- provide pastoral support as appropriate.
- process a volunteer or job application.
- fulfil our duties as an employer, for example, payroll processing
- send you communications which you have requested and that may be of interest.

- notify you of activities, events or volunteering opportunities.
- process a donation or a payment that you have made.
- process a deposit/ deposit refund for the hire of our buildings.
- seek your views or comments on the services we provide.
- notify you of changes to our services, projects or activities.
- to carry out criminal safety checks, when required, in accordance with our safeguarding policies. This can only be done with your permission.
- for health and safety reasons if you or your child have a medical condition or dietary requirement where relevant.
- for emergency contact should anything happen to you or your child whilst attending one of our meetings or events.

We have a separate policy for how long we will keep different types of information you provide in order to ensure we treat your personal information with integrity and meet our statutory obligations. You can view this on our website.

### **Who has access to your information?**

We will never sell your information to third parties and will only share this with your express permission. We do however have a legal obligation to share any information we hold with statutory organisations where a criminal investigation or a child protection issue may be suspected.

### **You can choose**

You have a choice about whether or not you wish to receive information from us at any point. If you do want to receive any communications from us then please tick the relevant box on the forms which are used to collect information. You can find more detailed information on data protection to help you make a informed choice in our data protection policy which is on our website. If you no longer wish for us to hold your information, or to contact you, please call the office on 01273 694746 or email us at [info@onechurchbrighton.org](mailto:info@onechurchbrighton.org). You have the right to see the information that we hold about you and we are more than happy to show you this.

### **Updating your information**

It is important to us that your information is accurate and up to date. We rely on you to inform us of any changes and we are always looking for ways to make it easier for you to keep us informed. In the meantime please call the office on 01273 694746 or email us at [info@onechurchbrighton.org](mailto:info@onechurchbrighton.org) with any changes or updates.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. We use well-known online databases with their own inbuilt security systems, have a raft of policies connected to data protection which can be found on our website and train our staff. Whilst we strive to ensure that your personal information is kept private we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

### **Children**

We are committed to protect the privacy of children aged 16 or under. If you are aged 16 or under, we ask that we are given parent/guardian's permission whenever your personal information is provided.

**Version: 4**

**Last review date: May 2018**

**Next review date: July 2019**

**Author: Claire Bird**

**Authorised**