

## **Plymouth Christian Centre Privacy Policy**

Plymouth Christian Centre takes your privacy very seriously. We will only use your personal information to carry out the work of the church. We will not share your data with anyone outside of the church, without your permission.

### **How do we collect your data?**

- We primarily get personal data from 'CONNECT CARDS', which are given out with our welcome brochures, and are also available at Connect Corner. Connect cards are destroyed once the information has been added to our database.
- We may also receive your personal information when you make a request for information or sign up for an event via our Connect Corner (during a Sunday service) or via our website ([plymouthchristiancentre.org](http://plymouthchristiancentre.org) – which is run by ChurchSuite. We consider it in our legitimate interest to hold and process your personal information for running, and keeping you informed about, the area you have enquired about.
- Any personal data you give us is stored on ChurchSuite, a specialised church database whose policies we have reviewed and which we believe takes GDPR and your privacy seriously. The data they store on our behalf is subject to their privacy policy.
- We also use ChurchSuite for ticketed events so may receive your personal information through this when you sign up for an event or buy a ticket.
- You can submit your personal information via our contact submission form on our church website. This is not accessible by anyone other than members of the church staff team who have individual logins.

### **How do we use your data?**

- Your personal information is available to our church staff team. Beyond this team we may share your personal data with people that are in an area of responsibility within the church, and who need it in order to fulfil this role. I.e. a member of our pastoral care team or a community group leader. This is considered to be in our legitimate interest in running the church.

- If you have consented to us contacting you via email we promise not to bombard you with emails! We send a weekly newsletter via a third-party provider, MailChimp, which has replaced our Sunday bulletin. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe from our weekly newsletter at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing us directly (details below.)

### **Other Useful Information**

- Our website uses Cookies – these are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.
- We may use information, eg contact phone numbers, medical or special needs, for the safety of children in our care.
- UK GDPR legislation requires that we have parent/guardian consent to use data we hold on children under 16. Once a child reaches 16 we will ask for the child's own consent.
- Financial information relating to Giving and Gift Aid may be shared with HMRC in order to reclaim tax and may be stored for 6 years in accordance with their requirements. We are legally required to keep this data.

### **Access to your personal information**

You are entitled to view, amend, or delete the personal information that we hold. Please contact us on the details below if you would like to do this.

**Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. Last reviewed 14<sup>th</sup> September 2021.

**Contact us**

Email Emma Marlow at [contact@plymouthchristiancentre.org](mailto:contact@plymouthchristiancentre.org) or you can write to us in person: Plymouth Christian Centre, Embankment Road, Plymouth, PL49HP.