



ENCOUNTER CHURCH

B7 - GDPR Policy

Version Number	V2
Date of Board Approval	
Next Review Date	April 2021
Review Frequency	Annual

GDPR Policy

1. INTRODUCTION

Encounter Church takes data security very seriously. You have received this newsletter because you are on our list of supporters.

We only share your data with people within Encounter Church and only to those that absolutely need to see it and we keep emails to you as little as possible. We have a full data protection policy and privacy statement for you to view.

You also have full control of the data we store for you and how we contact you via My ChurchSuite.

By signing up to ChurchSuite you are agreeing to receive essential communication about Encounter Church events including information about rotas and Kids Church where applicable. (By ticking to receive general communications from us you are also agreeing to receive targeted information we think may be of interest to you). You can unsubscribe from any communication at any time by contacting us or using the links on the bottom of generic emails – although we will do our best to make sure all communications are relevant to you.

If you have any questions please contact us at dpo@encounterchurch.org.uk.

2. DATA COLLECTED

REGISTRATION DATA

If you register on our website, we store your chosen username and your email address and any additional personal information added to your user profile via ChurchSuite. You can see, edit, or delete your personal information at any time. Website administrators can also see and edit this information.

CONTACT FORM

Information submitted through the contact form on our site is sent to our company email, hosted by Google. Google adheres to the GDPR rules for the United Kingdom. You can find more information about this here: [Google Privacy Policy](#).

These submissions are only kept for church record keeping purposes they are never used for marketing purposes or shared with third parties.

GOOGLE ANALYTICS

We use Google Analytics on our site for anonymous reporting of site usage. So, no personalized data is stored. If you would like to opt-out of Google Analytics monitoring your behaviour on our website please use this link: [Google Analytics Opt-out](#).

CASES FOR USING THE PERSONAL DATA

- We would use your data to send you our regular Newsletters, Broadsheets and vlogs. You have the option to opt out.
- We would use your info from the Connect Card that you have filled in to enable us to make contact with you.

3. EMBEDDED CONTENT

Pages on this site may include embedded content, like YouTube videos, for example. Embedded content from other websites behaves in the exact same way as if you visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged-in to that website. Below you can find a list of the services we use:

YOUTUBE

We use YouTube videos embedded on our site. YouTube has its own cookie and privacy policies over which we have no control. There is no installation of cookies from YouTube and your IP is not sent to a YouTube server until you consent to it. See their privacy policy here: [YouTube Privacy Policy](#).

CONSENT CHOICE

We provide you with the choice to accept this or not, we prompt consent boxes for all embedded content, and no data is transferred before you consented to it.

The checkboxes below show you all embeds you have consented to so far. You can opt-out any time by un-checking them and clicking the update button.

- YouTube
- ChurchSuite

4. COOKIES

This site uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymized tracking data to third party applications like Google Analytics. Cookies generally exist to make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the help section of your browser.

5. WHO HAS ACCESS TO YOUR DATA

If you are not a registered church member through ChurchSuite or you have not provided your details to us, there is no personal information we can retain or view regarding yourself.

If you are a church member with a registered ChurchSuite account, your personal information can be accessed by:

- Our system administrators
- Mailchimp, GDPR protected, in order to send out our newsletters
- Church Members you allow to see your personal information. You have the choice to allow users to see only what you would like them to see

6. THIRD PARTY ACCESS TO YOUR DATA

We don't share your data with third-parties in a way as to reveal any of your personal information like email, name, etc. The only exceptions to that rule are for partners we have to share limited data with in order to provide the services you expect from us. Please see below:

CHURCHSUITE

For the purpose of communicating and keeping church members records up to date, the church is using the ChurchSuite service which is a secure platform. We will communicate with you if you have opted into communications. You have the right to opt out at any time. Any information that is held within ChurchSuite belongs to you including any image that you may upload. You have the right to hide certain information from other church members. There is a process to sign up for ChurchSuite before any of your information becomes available to the rest of the church family. You can see their privacy statement here: [ChurchSuite Privacy Policy](#)

MAILCHIMP

Mailchimp provides the church with the facility to send the weekly and monthly newsletters. You would need to sign up to the newsletter or informed church management of your intention to receive the relevant communications.: [Mailchimp Privacy Policy](#)

7. HOW LONG WE RETAIN YOUR DATA

When you submit a ChurchSuite application we retain your information until (if) you tell us to remove it. We use this data so that we can recognize you send out the relevant church communications that you are signed up to.

If you register on our website, we also store the personal information you provide in your user profile. You can see, edit, or delete your personal information at any time. Website administrators can also see and edit that information.

8. SECURITY MEASURES

We use the SSL/HTTPS protocol throughout our site. This encrypts our user communications with the servers so that personal identifiable information is not captured/hijacked by third parties without authorization.

9. YOUR DATA RIGHTS

GENERAL RIGHTS

If you have a registered account with the church, you can request an exported file of the personal data we retain, including any additional data you have provided to us. You can also download this through ChurchSuite without contact the Data Protection Officer. You can e mail the Data Protection Officer here: dpo@encounterchurch.org.uk.

You can also request that we erase any of the personal data we have stored. This does not include any data we are obliged to keep for administrative, legal, or security purposes. In short, we cannot erase data that is vital to you being an active church member. If you wish that all of your data is erased, we will no longer be able to communicate with you.

GDPR RIGHTS

Your privacy is critically important to us. Going forward with the GDPR we aim to support the GDPR standard. [EU GDPR Information Portal](#).

For more information you can e mail: dpo@encounterchurch.org.uk

10. THIRD PARTY WEBSITES

Encounter Church may post links to third party websites on this website. These third-party websites are not screened for privacy or security compliance by Encounter Church, and you release us from any liability for the conduct of these third-party websites.

All social media sharing links, either displayed as text links or social media icons do not connect you to any of the associated third parties, unless you explicitly click on them.

Please be aware that this Privacy Policy, and any other policies in place, in addition to any amendments, does not create rights enforceable by third parties or require disclosure of any personal information relating to members of the Service or Site.

Encounter Church bears no responsibility for the information collected or used by any advertiser or third-party website. Please review the privacy policy and terms of service for each site you visit through third party links.

11. RELEASE OF YOUR DATA FOR LEGAL PURPOSES

At times it may become necessary or desirable to Encounter Church, for legal purposes, to release your information in response to a request from a government agency or a private litigant. You agree that we may disclose your information to a third party where we believe, in good faith, that it is desirable to do so for the purposes of a civil action, criminal investigation, or other legal matter. In the event that we receive a subpoena affecting your privacy, we may elect to notify you to give you an opportunity to file a motion to quash the subpoena, or we may attempt to quash it ourselves, but we are not obligated to do either. We may also proactively report you, and release your information to, third parties where we believe that it is prudent to do so for legal reasons, such as our belief that you have engaged in fraudulent activities. You release us from any damages that may arise from or relate to the release of your information to a request from law enforcement agencies or private litigants.

Any passing on of personal data for legal purposes will only be done in compliance with laws of the United Kingdom

12. PAPER RECORDS

We may also keep paper records of information that you provide to us, (e.g. Gift Aid Declaration Forms). We will also hold personnel information relating to employees. All paper records containing personal data will be stored securely in locked cabinets and will only be accessible to staff or office volunteers entitled to see that data. Personnel files will be kept in a locked cabinet or safe and access will be controlled by the Lead Pastor.

The Trust is working towards a clear desk policy that requires all papers containing personal or confidential information to be locked away when not in active use and not left in trays or on desks overnight. No unauthorised access will be allowed to any paper records containing personal information. Paper records will only be kept as long as necessary or as required by statute. In future we are intending to store all records electronically wherever possible, by scanning paper documents and storing these on servers maintained by trusted providers such as Google or Microsoft. Statements above relating to electronic data security will also apply to scanned records.

You may ask to see any paper records we hold of your personal information by contacting the Church Office or emailing dpo@encounterchurch.org.uk

13. AMENDMENTS

We may amend this Privacy Policy from time to time. When we amend this Privacy Policy, we will update the web page accordingly and require you to accept the amendments in order to be permitted to continue using our services.