

South Kent Community Church (SKCC) has adopted this Privacy Policy as we recognise the right of people to keep their personal information private. This Privacy Policy covers the church's use of personally identifiable information that you provide and we collect or hold, including when you continue to browse and use this website www.skcc.info. If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which, govern the church's relationship with you. If you disagree with any part of this policy please do not provide personal information and do not use our website

DATA PROTECTION

This policy explains how SKCC and its website comply with the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018 and Privacy and Electronic Communications Regulations.

By providing your personal details you agree to allow SKCC to contact you by mail, email, telephone or text message in connection with its charitable purposes, either on the basis of the consents you have given us or for our legitimate interests in accordance with current data protection regulations.

HOW WE COLLECT INFORMATION ABOUT YOU

We collect personal information each time you are in contact with us. For example, when you:

- visit our website and/or register on skcc.churchsuite.com
- register your details
- register your family's details (e.g. Youth & Children's consent forms)
- make a donation by completion of gift aid forms/envelopes, standing orders
- register for a conference or other SKCC event
- provide your contact details, in writing or orally, to SKCC staff, Volunteers, Connect/Interest group leaders
- communicate with SKCC by means such as email, letter, telephone
- face to face meetings with staff and volunteers
- access social media platforms such as Facebook, YouTube, WhatsApp, Twitter, Instagram

HOW WE USE YOUR INFORMATION

SKCC will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, we will only use and disclose your personal information as follows:

- to keep you informed by text and/or email as to SKCC services, activities, resources and conferences plus prayer requests, news and encouragements.
- to establish and maintain your involvement with SKCC (e.g. serving rotas), events you have attended, what areas and activities of SKCC you have supported, record/ acknowledge any donation, to provide products requested;
- to answer an inquiry or request for further information or complaint about SKCC, its services, activities & events;
- to register you for events, conferences;
- to assist us to make SKCC's sites, services and products more valuable to our community;
- for promotion of products or services and to keep you informed of new developments we believe may be of interest to you (e.g. Churches Together Folkestone).
- to improve our general ability to assist SKCC attendees and the wider community;

WHO SEES YOUR INFORMATION

The information you provide to us will be held on the SKCC database and on a software platform called ChurchSuite (registered company at 2nd Floor, 1 Broadway, Nottingham, NG1 1PR).

This information may be accessed by or given to our office team at SKCC, and our service providers who act for us for the purposes set out in this policy or for other purposes approved by you.

We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent, with the following exceptions:

- By providing us with your details, you are giving SKCC your permission to transfer your data to our service providers, such as ChurchSuite, to enable fulfilment of the purpose for collection.
- Where such details are shared we ensure that there are clear restrictions in place for the use of your information to the purpose for which it is provided and ensure it is stored securely and kept no longer than necessary.
- We do not store details online nor do we pass any information to third parties, except where we are legally required to do so, to assist fraud reduction, or to provide a service requested and minimise credit risks.

Sensitive Personal Information: SKCC may collect and store sensitive personal information such as health information, religious information (church attendance) when you and/or your family attend, register for church events and conferences. Your personal information will be kept strictly confidential. It is never sold, given away, or otherwise shared with anyone, unless required, by law.

HOW LONG WILL WE USE YOUR DATA FOR?

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 legal, accounting, or reporting requirements.

This means that we will generally retain your personal data for as long as you are a SKCC member but will delete your data if you stop attending SKCC (unless you ask us to retain your contact details). We are also required to keep records of all giving for at least 6 years, whether you attend SKCC or not.

KEEPING DETAILS UP TO DATE

Please tell us if your contact details change so that we can keep our records up to date.

You can change the way we contact you or unsubscribe at any time by contacting us at SKCC's office or by changing your preference links on skcc.churchsuite.com

ACCESS TO YOUR INFORMATION

You can request access to the personal information that SKCC holds about you by contacting SKCC's Privacy Officer as set out below. We will provide you with access to your personal information within one month, unless we are legally authorised to refuse your request or if your request is deemed manifestly unfounded or excessive. In the rare event that we do refuse a request, we will inform you why and let know that you have the right to complain to our Privacy Officer and the statutory supervisory bodies.

If you wish to change personal information that is out of date or inaccurate, please contact us. SKCC will take steps to correct any of your information which is inaccurate, incomplete or out of date. If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable.

We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse, we will provide a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

SECURITY

SKCC will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information, held electronically, stored on a secure server or secure files.

The Internet is not a secure method of transmitting information. Accordingly, SKCC cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. We take security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. Your information will be held for a reasonable period or as long as the law requires or permits.

DATA BREACH POLICY

In the event that a Data Breach has been discovered the Church Privacy Officer will be notified immediately. A Data Breach, confirmed or suspected, is any incident that may compromise the confidentiality, integrity or availability of systems or data either accidentally or deliberately. Such incidents could include:

- Loss or theft of confidential or sensitive data or equipment on which such data is stored (e.g. loss of laptop, USB stick, iPad/tablet device, or paper record)
- Equipment theft or failure
- Unauthorised use of, access to or modification of data or information systems
- Attempts (failed or successful) to gain unauthorised access to information or IT system(s)
- Unauthorised disclosure of sensitive / confidential data
- Website defacement
- Hacking attack

The Church Privacy Officer will investigate the breach and determine any corrective measures that need to be implemented, with appropriate levels of urgency. SKCC's Privacy Officer will notify the Information Commissioner's Office if it is likely to result in a risk to the rights and freedoms of individuals e.g. if it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage. SKCC's Privacy Officer would also notify those directly concerned if the breach is likely to result in a high risk to the rights and freedoms of individuals.

SKCC's Privacy Officer will maintain a record of all Data Breaches.

COOKIES POLICY

Cookies are small amounts of information that we store on your computer. Unless you have indicated your objection when disclosing your details to us, our system will issue cookies to your computer when you log on to the site.

Cookies make it easier for you to log on to and use the site during future visits. They also help to monitor website traffic and to personalise the content of the site, but will not store save or collect personal information. You may set up your computer to reject cookies although, in that case, you may not be able to use certain features on our site.

LINKS

This website may also include links to other websites. Links provided by the Church are for your convenience to provide further information.

We use websites such as Vimeo and YouTube to embed videos on our website, service providers such as ChurchSuite and Google Analytics and you may be sent cookies from them via our site. Please look at the cookie and privacy policies on these third-party sites if you want more information.

SOCIAL MEDIA.

SKCC uses social media such as Facebook, WhatsApp and You-Tube. Users must verify authenticity of sites before posting or providing personal information on such sites.

Our website may provide social media buttons, permitting sharing our web content directly to a social media, platform. Use of such buttons is at your own risk.

Unless it is material supplied or officially posted by SKCC we do not endorse social media website(s) and have no responsibility for the content nor for the cookies they may contain.

SKCC does not ask for passwords nor personal details on social media.

YOUR INDIVIDUAL RIGHTS

The GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

For more information about your information rights visit www.ico.org.uk

DOWNLOADS

Any documents/files made available to download from our website are provided at users own risk.

CHANGES TO THIS POLICY

SKCC may amend this Privacy Policy from time to time to ensure compliance with changes or amendments to the law. Any amended version will be available on our website at www.skcc.info. We suggest you visit our website regularly to keep up to date.

CONTACT DETAILS

If you would like any further information, or have any queries, problems or complaints relating to the SKCC's Privacy Policy or our information handling practices in general, please contact our Privacy Officer by...

Telephoning: 01303 251155

Emailing: hello@skcc.info

Writing to: The Privacy Officer, South Kent Community Church, The Cornerstone Centre, Castle Hill Avenue, FOLKESTONE, Kent. CT20 2QR

Charity Details: South Kent Community Church is a registered charity. Charity No: 1059669.

Registered Office: South Kent Community Church, The Cornerstone Centre, Castle Hill Avenue, FOLKESTONE, Kent. CT20 2QR