

Community Life Trust / Beacon Church / Runnymede Foodbank / Just a Helping Hand

Data PRIVACY NOTICE for display

1 HOW COMMUNITY LIFE TRUST KNOWN AS BEACON CHURCH, RUNNYMEDE FOODBANK AND JUST A HELPING HAND (“WE”) USE YOUR INFORMATION

- 1.1 Community Life Trust (The Charity) has adopted this Privacy Policy as we recognise the right the right of people to keep their personal information private. Your privacy is important to us. We are committed to safeguarding the privacy of your information. This Privacy Policy covers the Charity’s use of personally identifiable information that you provide and we collect or hold, including when you continue to browse and use these websites www.beaconchurch.net — www.revivecoffeeshop.co.uk — <https://runnymede.foodbank.org.uk/>
- 1.2 If you continue to browse and use any of these websites, you are agreeing to comply with and be bound by the following terms and conditions of use, which, govern the Charity’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.

2 DATA PROTECTION

- 2.1 This policy explains how the Charity and its various activities and projects and their websites comply with the DPA (Data Protection Act) 2018 and the Privacy and Electronic Communications Regulations.
- 2.2 By providing your personal details you agree to allow the Charity, or any of its projects and subsidiaries, especially Beacon Church, to contact you by mail, email, telephone or SMS 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.

3 WHY ARE WE COLLECTING YOUR DATA?

- 3.1 We collect personal data to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a charity/church and to comply with the law regarding data sharing. 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.

4 THE CATEGORIES OF INFORMATION THAT WE MAY COLLECT, HOLD AND SHARE INCLUDE:

- 4.1 Sensitive Personal Information: The Charity or Beacon Church may collect and store sensitive personal information such as:
- 4.2 Personal information (such as name, telephone number, address and email address)
- 4.3 Characteristics (such as gender, ethnicity, language, nationality, country of birth)
- 4.4 Health information that you give us when seeking pastoral care and prayer support.

- 4.5 Religious information (such as church attendance) because you and/or your family have attended Beacon Church, or registered for church events and conferences.
- 4.6 Your personal information will be kept strictly confidential. It is never sold, given away, or otherwise shared with anyone, unless required, by law.

5 HOW WE COLLECT INFORMATION ABOUT YOU

- 5.1 We collect personal information each time you are in contact with us. For example, when you:
 - 5.1.1 visit our website;
 - 5.1.2 register your details and your family details with any activity of the Charity
 - 5.1.3 make a donation, by completion of Gift envelopes, via our website or electronic means;
 - 5.1.4 register for a conference or other event;
 - 5.1.5 provide your contact details, in writing or orally, to staff or volunteers;
 - 5.1.6 purchase goods or services, including when you provide credit or debit card details;
 - 5.1.7 when you attend Beacon Church services or participate in other Church activities;
 - 5.1.8 communicate with Beacon Church or the Charity by means such as email, letter, telephone;
 - 5.1.9 face to face meetings with staff and volunteers;
 - 5.1.10 access social media platforms such as Facebook, YouTube, WhatsApp, Twitter, Instagram
- 5.2 The Charity and the Church do not hold any debit or credit card details for donations/payments made via our websites. All card payments are handled by service providers who encrypt card information. sent from this website.

6 HOW WE USE YOUR INFORMATION

- 6.1 The Charity and Beacon Church 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:
 - 6.1.1 to keep you informed by text and/or email as to charity or church services, activities, resources and conferences;
 - 6.1.2 to establish and maintain your involvement with the Church, events you have attended, what areas and activities of the Church you have supported, record and acknowledge any donation, to provide the products you have requested;
 - 6.1.3 to answer an inquiry or request for further information or complaint about the Church, its services, activities and events;
 - 6.1.4 to register you for events, conferences;
 - 6.1.5 to assist us to make the Church's sites, services and products more valuable to our community;

- 6.1.6 for promotion of products or services and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further promotional communications;
- 6.1.7 to improve our general ability to assist Church attendees and the wider community;
- 6.1.8 to assist the Church with management of issues relating to the Church; and
- 6.1.9 to enable the trustees, directors and/or the spiritual leaders of the charity to personally and directly communicate with you occasionally.

7 STORING YOUR DATA

- 7.1 The information you provide to us will be held on computers in the UK, the European Union and the USA.
- 7.2 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. We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it.
- 7.3 We do not intend to store or currently store financial details (credit or debit card numbers) obtained through online transactions. 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.

8 WHO SEES YOUR INFORMATION?

- 8.1 Your information may be accessed by or given to our staff and volunteer leaders who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties will process information in the course of providing the services that we offer.
- 8.2 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:
 - 8.2.1 By providing us with your details you are giving the Charity/Church your express permission to transfer your data to any external service providers we appoint including mailing houses, such as MailChimp, to enable fulfilment of the purpose for collection.
 - 8.2.2 Where such details are shared we have confidentiality agreements in place that restrict 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.

9 KEEPING DETAILS UP TO DATE

- 9.1 Please tell us as soon as any of your contact details change so that we can keep our records up to date.
- 9.2 You can change the way we contact you, or the kind of material we send you, at any time by contacting us by mail or email using the contact details above.

- 9.3 You can unsubscribe from our regular emails or texts at any time by using the 'unsubscribe' or 'change preferences' links on the email or texts you have received.

10 ACCESS TO YOUR INFORMATION

- 10.1 Under Data Protection legislation, you have the right to request access to information about you that we hold.
- 10.2 To make a request for your personal information contact The Administrator, Beacon Church, 95 Guildford Street, Chertsey, Surrey, KT16 9AS, UK. Email office@beaconchurch.net
We will provide you with access to your personal information unless we are legally authorised to refuse your request.
- 10.3 You also have the right to:
- 10.3.1 object to processing of personal data that is likely to cause, or is causing, damage or distress
 - 10.3.2 prevent processing for the purpose of direct marketing
 - 10.3.3 object to decisions being taken by automated means
 - 10.3.4 in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
 - 10.3.5 claim compensation for damages caused by a breach of the Data Protection regulations.
- 10.4 If you wish to change personal information that is out of date or inaccurate at any time please contact us. The Charity and Beacon Church will take reasonable 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.
- 10.5 We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.
- 10.6 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 The Administrator, Beacon Church, 95 Guildford Street, Chertsey, Surrey, KT16 9AS, UK. Email office@beaconchurch.net
- 10.7 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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

11 SECURITY

- 11.1 The Charity and Beacon Church 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, is stored in a secure server or secure files.

- 11.2 The Internet is not a secure method of transmitting information. Accordingly, the Charity and Beacon Church 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.

12 COOKIES POLICY

- 12.1 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 for you 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.

13 LINKS

- 13.1 This website may also include links to other websites. Links provided by the Charity or Beacon Church are for your convenience to provide further information.
- 13.2 We use websites such as SoundCloud, Vimeo and YouTube to embed audio and video files on our website, service providers such as Jimdo, MailChimp 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 about this.
- 13.3 This website may also contain links and users should therefore note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links.

14 SOCIAL MEDIA

- 14.1 The Charity and Beacon Church uses social media such as Facebook, Twitter, Instagram, WhatsApp and You-Tube. Users must verify authenticity of sites before posting or providing personal information on such sites.
- 14.2 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.
- 14.3 Unless it is material supplied or officially posted by the Church we do not endorse social media website(s) and have no responsibility for the content nor for the cookies they may contain.
- 14.4 The Charity and Beacon Church do not ask for passwords nor personal details on social media.

15 DOWNLOADS

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

16 CHANGES TO THIS POLICY

- 16.1 The Church may amend this Privacy Policy from time to time to ensure compliance with changes or amendments to the law of the UK. Any amended version will be available on our website at www.beaconchurch.net
We suggest that you visit our website regularly to keep up to date with any changes.

17 CONTACT DETAILS:

- 17.1 If you would like to discuss anything in this privacy notice, please contact:
The Administrator, Beacon Church, 95 Guildford Street, Chertsey, Surrey, KT16 9AS, UK
Email office@beaconchurch.net

18 Policy adopted on (Date of Charity/Church Trustees/Leaders meeting)

19 To be reviewed on [date]

Sources:

Created using materials bought from the Fellowship of Independent Evangelical Churches and created for them by Edward Connor Solicitors, 39 The Point, Market Harborough, Leicestershire LE16 7QU

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This has been enlarged after examining the Privacy Notice used by Hillsong Church.