

Vineyard Church Dungannon (VCD) is a Charitable Trust registered with the Northern Ireland Charity Commission Charity Registration No.NIC104612

We take your privacy seriously. This policy together with our terms of use of any websites/app which you may visit sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed.

### **1) What information do we hold?**

1. a) Information that you give us. When filling in forms on our websites, when completing weekly giving information or setting up standing orders, through our App, at events we run including weekly church, our kids & youth programmes, corresponding with us by phone, email or letter. It includes information you provide when you register to use our site, participate in discussion boards or other social media functions on our site, surveys, campaigns and when you report a problem with our site. The information you give us may include your name, postal address, e-mail address, phone number, the church that you attend, financial and credit card information, personal description, age and/or photographs.
- b) All services (including various other activities) of VCD church are recorded. Images of the people attending or participating in the service (or other activity) may be used and shown in our TV ministry, resources and for other promotional purposes and commercial activities. By attending any service (or other activity) you agree to VCD church using your image and personal information in these recordings.
- c) Information we collect about you. With regard to each of your visits to our site we will automatically collect the following information:
  - i) Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, and operating system and platform;
  - ii) Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page and any phone number used to call our offices and staff members.
- d) Information we receive from other sources. We may also receive information about you from other websites which we utilise or control, third parties who work closely with us including, for example, business partners, payment and delivery services and search

information providers.

e) If you are an employee or volunteer we may also hold certain categories of sensitive information such as personal financial details, age, gender, marital status, date of birth, full employment and educational history, references, medical and criminal records.

f) In the interests of security and safety, and the comfort of the church community, the church may also operate video cameras within and around some church premises.

g) Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information we may be unable to provide you with access to some of our services or the assistance you have requested.

h) Users can generally visit the church website without revealing who they are or other personal information unless they log on, place an order or register with us. The church will not collect any personal information about visitors to the website except when they knowingly provide it.

## **2) How will we use your information?**

VCD 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:

(a) to establish and maintain your involvement with VCD church, including providing you with newsletters and updates on your giving to VCD church;

(b) to provide the products or services you have requested from VCD church;

(c) to answer your enquiry;

(d) to register you for events, conferences or promotions;

(e) to assist us to make our sites, services and products more valuable to our community;

(f) for direct 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;

(g) to third parties where we have retained those third parties to assist us to operate VCD and provide the products or services you have requested, such as religious education instructors, catering and event coordinators, promotions companies, transport providers, health care providers, website hosts and IT consultants, and our professional advisers

such as consultants, lawyers and accountants. In some circumstances we may need to disclose sensitive information about you to third parties as part of the services you have requested; and

(h) to different parts of VCD church to enable the development and promotion of other products and services and to improve our general ability to assist church attendees and the wider community.

i) To maintain accurate and up to date records of our employees & volunteers.

j) To run Access NI checks on employees & volunteers in accordance with our safeguarding and employment policies

### 3) **Where do we store your personal data?**

1. a) We are committed to holding your personal information securely. Only VCD staff, volunteers (and the staff of our Business Partners) that need to see the data can access it.
- b) We may store your information on computers, in paper form, or both.
- c) All computers that store any personal data are password protected.
- d) Laptop computers and similar devices that contain confidential information are encrypted.
- e) Any paper files that hold personal information (other than names and contact details) are kept on secure premises in locked cupboards and filing cabinets.
- f) The data that we collect from you may be transferred to, and stored at, a destination outside the European Union (“EU”). It will also be processed by staff operating outside the EU who work for us or for one of our providers. This includes staff engaged in, among other things, the fulfilment of your requests for services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and in compliance with all relevant UK data protection legislation.
- g) Information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password that enables you to access certain parts of our site or app, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.
- h) Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

#### **4) What is our legal basis for processing your data?**

1. a) Our legal basis for processing personal data is different depending upon the purpose it was collected for. The following list covers the main types of data that we hold, for a full list please contact: [dataprotection@vcdgn.co.uk](mailto:dataprotection@vcdgn.co.uk)
  - i) Data collected for VCD newsletters and marketing lists is held on consent (unless otherwise stated).
  - ii) Data collected through our booking systems for the events and courses that we run is held on consent, for our legitimate interests or because of a contractual obligation to do so.
  - iii) Employee & volunteer data records are processed to comply with legal and contractual obligations and to fulfil our legitimate interests as an employer.

#### **5) How long do we hold your data?**

1. a) The length of time that we will retain your data will vary depending upon the purpose for which it is processed.
- b) Data that is held by us on consent is only kept for as long as we have your consent to process that data.
- c) For a full list of our data retention periods you can contact [dataprotection@vcdgn.co.uk](mailto:dataprotection@vcdgn.co.uk)

#### **6) Your Rights**

1. a) Under UK legislation you have a number of rights about how your data is processed. Full details of your personal rights can be found on the Information Commissioner's Office website – <https://ico.org.uk/>
- b) Your rights include the right to:
  - i) Request access to the data we hold about you,
  - ii) Have inaccurate and incomplete data rectified,
  - iii) Have the personal data we hold on you deleted (except where we are required to hold the data by law),
  - iv) To restrict the processing of your personal data in certain circumstances.
- c) Data that is held on consent will only be processed as long as we have your consent. To withdraw your consent you can contact us by emailing us at [dataprotection@vcdgn.co.uk](mailto:dataprotection@vcdgn.co.uk)

#### **7) Other Websites**

1. a) Our site may, from time to time, contain links to and from other websites, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

#### **8) Cookies**

1. a) Our websites use cookies for the following reasons:
  - i) To allow you to carry information across pages of our websites and avoid having to re-enter information when you return to one of our sites;
  - ii) To measure our website traffic and analyse how our websites work. This will allow us to make changes to our websites in the future and make them easier to use;
- b) You can accept or decline cookies by modifying the settings in your browser. Please note that if you disable all cookies then you may not be able to access some parts of our websites.

#### **9) Changes to our privacy policy**

Any changes we make to our privacy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

#### **10) Contact**

If you have any questions, comments or requests regarding this privacy policy please email [dataprotection@vcdgn.co.uk](mailto:dataprotection@vcdgn.co.uk) or write to us at:

Data Protection Officer  
Vineyard Church Dungannon Offices