

# Data Protection and Privacy Policy

Here at Stevenage Vineyard 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?

- a) Information that you give us. When filling in forms on our websites, through our ChurchSuite App, at events we run, 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, financial and credit card information, personal description and/or photographs.
- b) Information we receive from other sources. We may also receive information about you from other churches or third parties who work closely with us, including referring agencies if you access our support services such as Foodshed or Babyshed.
- c) If you are a 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.

## 2 HOW WILL WE USE YOUR INFORMATION?

- a) To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- b) To improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- c) To allow you to participate in interactive features of our service, when you choose to do so;
- d) As part of our efforts to keep our site safe and secure;
- e) To measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- f) If you sign up for electronic newsletters we will use your information to send you news and information about Stevenage Vineyard.
- g) To maintain accurate and up to date records of our employees, volunteers and visitors.
- h) To run Disclosure and Barring Service checks on employees, volunteers and LSPs in accordance with our safeguarding and employment policies.
- i) To send rota reminders to teams and volunteers.

- j) To enable you to access our compassion ministries such as Foodshed, Babyshed and Stevenage Bereavement Support Group.
- k) To enable us to claim Gift Aid where consent has been given and information has been provided by you.

### **3 WHERE DO WE STORE YOUR PERSONAL DATA?**

- a) We are committed to holding your personal information securely. Only Stevenage Vineyard staff or volunteers with direct permission given by the Lead Pastor, Assistant Pastor, Office Manager and Compassion Manager have access.
- 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) Any paper files that hold personal information (other than names and contact details) are kept on secure premises in locked cupboards and filing cabinets.
- e) 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.
- f) 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?**

- 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.
  - i) Data collected for Stevenage Vineyard news mailing 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 for our legitimate interests or because of a contractual obligation to do so.
  - iii) Employee and volunteer data records are processed to comply with legal and contractual obligations and to fulfil our legitimate interests as a church.
  - iv) Data collected for our compassion ministries to ensure the correct level of help is given and kept on consent.
  - v) For financial purposes including enabling us to claim Gift Aid where consent has been given.

## 5 SHARING YOUR DATA

- a) We take your privacy seriously and only share your personal information when it is necessary and appropriate.
  - i) Information collected through our compassion ministries may be shared with trusted third parties such as emergency services or relevant support agencies—but only when it is essential to protect your wellbeing or the wellbeing of others.
  - ii) We will never share your personal information with external organisations without your prior consent, unless there is a legal requirement or urgent safeguarding concern that makes it necessary to do so.
  - iii) We remain committed to handling all personal data responsibly and in accordance with applicable privacy laws.

## 6 HOW LONG DO WE HOLD YOUR DATA?

- a) The length of time that we will retain your data will vary depending upon the purpose for which it is processed. Unless stated otherwise, this will be a maximum of 2 years past your last visit/communication date.
- 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) To check the data that we hold or for your data to be removed immediately, please contact the Stevenage Vineyard Office Manager.

## 7 YOUR RIGHTS

- 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:
  - a) Request access to the data we hold about you,
  - b) Have inaccurate and incomplete data rectified,
  - c) Have the personal data we hold on you deleted (except where we are required to hold the data by law),
  - d) 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 [info@stevenage-vineyard.co.uk](mailto:info@stevenage-vineyard.co.uk).

## 8 OTHER WEBSITES

- 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.

## 9 COOKIES

- a) Our website does not currently use cookies.

## 10 CHANGES TO OUR PRIVACY POLICY

- a) Our Privacy Policy is reviewed regularly and may be updated from time to time. Any changes will be posted on our website at <https://stevenage-vineyard.co.uk/privacy-policy/>, and where appropriate, we will notify you via email. We encourage you to check this page periodically to stay informed about how we protect your personal information.

## 11 CONTACT

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

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## APPENDIX A: POLICY REVIEW HISTORY

This Policy is reviewed every 3 years or in response to changes in regulations or operational procedures.

Version	Date	Name	Latest changes
1	30/03/2021	Shelagh Windsor-Richards	First Created
2.1	11/05/2025	Stewart Speer	Periodic Review Update
2.2	22/05/2025	Becky Speer	Accept Changes and Re-formatting.