

PRIVACY POLICY

1. INTRODUCTION

Churches Together in Hertfordshire is committed to protecting your personal information. This Privacy Policy explains how we obtain, use and protect any personal information about you.

CTHerts is a registered charity, no. 1117022. Its registered address is 140 North Road, Hertford, SG14 2BZ.

You can decide not to receive communications at any time. If you wish to do so please contact adminassistant@cjherts.org.uk.

We will **never** sell your personal data and any questions you have in relation to this policy or how we use your personal data should be sent to adminassistant@cjherts.org.uk.

2. ABOUT US

Your personal data (i.e. any information which identifies you, or which can be identified as relating to you personally) will be collected and used only by CTHerts.

3. WHAT INFORMATION WE COLLECT

Personal data you provide

We may obtain, record and use the following types of information:

- your contact details, which may include your name, postal address, email address and telephone number, which are obtained when you become an office holder or when you communicate with the Charity, whether through our website or by other means;
- what you have told us are your preferences for how we communicate with you;

Sensitive personal data

We do not normally collect or store sensitive personal data (such as information relating to health about supporters and members). However there are some situations where this may occur (e.g. if you volunteer with us for a specific event). If this does occur, we will take extra care to ensure your privacy rights are protected.

Accidents or incidents

If an accident or incident occurs at one of our events, we will keep a record of this in line with current health and safety legislation. This may include personal data and sensitive personal data.

Volunteer

If you are a volunteer at an event with us, then we may collect extra information about you for example; references, DBS checks, details of emergency contacts, medical conditions etc. This information will be retained for legal reasons, to protect us (including in the event of an insurance or legal claim) and for safeguarding purposes.

4. HOW WE USE YOUR INFORMATION

The information which we obtain about you will be used for

- a) the legitimate administration of CTHerts, including
 - keeping you informed about CTHerts, its activities and its projects;
 - communicating with you in relation to your support of CTHerts or in relation to any query you raise with us;
- b) compliance with the legal and regulatory requirements applying to CTHerts.

Administration

We use personal data for administrative purposes, maintaining databases of our officials at all levels and ecumenical projects.

5. DISCLOSING AND SHARING DATA

We will **never** sell your personal data.

Your information may be disclosed to any of the current trustees or to the CTHerts' professional advisers when it is reasonably needed for the administration of the Charity. CTHerts will not share your information with any third party, in the UK or abroad, except as detailed in section 4 above if required to do so to meet legal obligations.

6. MARKETING

CTHerts will ask its supporters to give consent to receive marketing communications. This includes advertising of opportunities and events which may be of interest. This means you will have the choice as to whether you want to receive these messages.

You can decide not to receive these communications. If you wish to do so please contact adminassistant@ctherts.org.uk.

7. HOW WE PROTECT DATA

We take reasonable precautions to prevent the loss or misuse of your personal information, including encryption and/or password protection. We recognise that information sent by email or sent unencrypted over the internet is not secure and will not send personal information in that way unless you explicitly ask us to do so.

8. STORAGE

Where we store information

Electronic information is stored on password-protected computers and hard copies are stored in safe locations with no public access.

How long we store information

We will only use and store information for so long as it is required for the purposes it was collected for. How long information will be stored for depends on the information in question and what it is being used for. For example, if you ask us not to send you marketing emails, we will stop storing your emails for marketing purposes (though we will keep a record of your preference not to be emailed). We continually review what information we hold and delete what is no longer required.

9. KEEPING YOU IN CONTROL

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- the right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);
- the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate data rectified;
- the right to object to your data being used for advertising; and
- you have the right to personal data you have provided to us.

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

If you would like further information on your rights or wish to exercise them, please email the Administrative Assistant at adminassistant@ctherts.org.uk.

Complaints

You can complain to the CTHerts directly by contacting our Administrative Assistant using the details set out above. If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at www.ico.org.uk.

10. COOKIES AND LINKS TO OTHER SITES

Cookies

The only cookies used on the Charity's website, www.ctherts.org.uk, are session cookies. A session cookie is temporary and expires when the user leaves the website. It holds only technical information such as browser type & resolution and pages visited, in order to provide a smoother experience for the visitor. Session cookies do not collect or retain any personal information.

Links to other sites

Our website contains hyperlinks to some other websites. We are not responsible for the content or functionality of any of those external websites. If an external website requests personal information from you, the information you provide will not be covered by CTHerts' Privacy Policy. We suggest you read the privacy policy of any website before providing any personal information.

11. CHANGES TO THIS PRIVACY POLICY

We aim to review this Privacy Policy from time to time to ensure it remains up to date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy will always be posted on our website.

This Privacy Policy was last updated in June 2018