

# The Turning churches privacy policy

## Your personal information

This statement sets out how we will deal with any personal information we collect from you or that you provide to us. If you are a member of a church working with us in evangelism and follow-up, the whole statement is relevant to you. If you are not a member, only parts of it will apply.

We will collect and deal with your personal information in accordance with the Data Protection Act 1998. For the purpose of the Act, we are the data controller of personal data we hold about you.

## How we may use your personal information

If you are a church member involved in evangelism the personal information that we collect may be used by us in a number of ways:

- To ensure access to the app to keep all other data secure;
- To contact you via email or telephone (if you have agreed to this) to tell you of information, events and updates.

We will collect and handle your personal information either with your consent or because it is necessary for us to do so for the purposes of our legitimate interests outlined above.

If you are a church member involved in follow-up the personal information that we collect may be used by us in a number of ways:

- To ensure access to the app to keep all other data secure;
- To contact you via email or telephone so that you know that you have someone to follow-up;
- To contact you via email or telephone (if you have agreed to this) to tell you of information, events and updates.

We will collect and handle your personal information either with your consent or because it is necessary for us to do so for the purposes of our legitimate interests outlined above.

If you are a member of the public and have given us your details, the personal information that we collect may be used by us in a number of ways:

- To ensure access to the app;
- So that someone involved in The Turning who adheres to our data protection policy will contact you to begin follow-up
- To contact you via email or telephone (if you have agreed to this) to tell you of information, events and updates that are appropriate to you

We will collect and handle your personal information either with your consent or because it is necessary for us to do so for the purposes of our legitimate interests outlined above.

## Information we may collect from you

We may collect and process the following information about you:

- Name
- Address, phone number and email
- Gender
- Information that you share with us for the purposes of pastoral care, encouragement, training and prayer

For church members we will also collect:

- Name of church that you attend

For people who respond on the streets we will also collect:

- Whether you have made a first time commitment or rededication

## How we will collect information

For church members, as much as practicable, you will give us the information and be the person to directly input your details. Where this is not possible the Hub leaders will collect your information on a form showing consent to then be inputted.

For people who respond on the streets we will ask you for your details and will input what you are willing to give to us. You will have to consent for your details to be stored and for us to contact you.

## Who we may share information with

We may share your information with others in The Turning including:

- To ask someone to follow you up and meet you for coffee.
- To enable them to provide pastoral care and support for you;

We may occasionally share your information with others outside of BFOC including:

- Where we are approached for a reference by another church or organisation.
- With the people who host and maintain our website.

## How we will store information

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

The data that we control may be transferred and stored outside the European Economic Area ("EEA"), for example where our software providers store information on servers outside the EEA. It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Where there is a transfer outside the EEA we will ensure that organisation to whom information is transferred is one which subscribes to equivalent standards under the Act.

We will take reasonable, necessary steps to ensure that your data is treated securely and in accordance with this privacy statement.

We will store your information for no longer than reasonably necessary, usually for the time that you or your church is a member of BFOC. After this we may continue to hold your contact details for as long as you agree in order to keep you informed about the ministry of BFOC, otherwise you can have an expectation that your personal information will be removed within 3 months of leaving BFOC.

## Your rights

You have the right to ask us not to process your personal data for the purposes of informing you of events and other opportunities. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing at any time by contacting us.

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

You may request that personal information is corrected where it is not correct or that the information is deleted. The Turning will action any correction or deletion of information within 28 days of a written request being received. You may also object to The Turning processing information about you. Where you have consented to us handling your information, you have the right to withdraw that consent at any time.

## **Our data protection officer**

Our nominated representative for the purpose of the Act is Janet Parkins, our Admin Manager. For further information about how your personal information is used, how we store your information securely and your rights to access the information that we hold about you, please contact her.

If you are unhappy with how we have handled your information, you may complain to the Information Commissioner.