

The Turning App Terms and Conditions of use.

Introduction.

The Turning App, contains sensitive personal information as defined by the Data Protection Act. As such its control and access to the information is restricted to users who will comply with the current data protection policy of The Turning and Barnabas Fellowship of Churches and the current Purpose Statement.

If for any reason you are unable to comply with any of the afore mentioned documents, don't log into the system, contact your group administrator and request your access is removed.

Security.

All users must set a strong password to access the system which should be kept secure and not shared with other users. This is to protect the respondents and other users information. Passwords will be refreshed periodically depending on the level of access. You will be required to change your password on request.

If you forget or lose your password or believe it is being used by someone else please request a new password immediately by using the Turning Application login to request a new password.

Control of Data.

As a user you have access to Respondents personal information which shall only be used by you for the reasons set out in the Purpose Statement. If at any time it is found that you have used this information for any other purpose, your access permissions will be removed from the Turning Application and should any claim be made against The Turning for your misuse of this data you may be personally liable for any claim and associated costs. Once the information has reached an completed status (either the Respondent has advised they no longer wish to be contacted or they have joined a church) it will be anonymised.

If the respondent specifically gives you or an organisation you are associated with permission to retain their information to keep in touch following joining a church, the information is then the responsibility of that church or organisation and falls under that organisations data protection policy.

Accessing Information.

To comply with the Data Protection Act users should only log and access data within the system from within the European Economic Area(EEA). Access and use of the system outside the EEA is prohibited by law.

Keeping information up to date.

As a user of the system, it is your responsibility to keep your information within the system current and up to date. Your Personal information collected will be used by The Turning to

keep you informed about relevant events and information that may be of interest and benefit to you.

It may also be used by local Turning Teams to assist with follow up allocation and local team updates. The Turning will not use your personal information other than for the purpose above and it will not be shared with any other organisation or individual apart from those mentioned above.

It is also your responsibility where you become aware of changes to respondent information or status to update the system in a timely fashion and within 14 days of becoming aware of a change. This is particularly important where Respondents no longer wish to be contacted as we wish to respect their decision.

While other information in free text can be stored in the followup notes field nothing is to be added that could be classed as personal or sensitive, examples are details of a racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health; sexual life; or criminal offences, sentences, proceedings or allegations as this information is not anonymised once a respondent is set to a closed status.

For example if you prayed for healing for Cancer or Arthritis or any other condition, note it as "Prayed with Respondent for their condition."

Everything that you log in the system must be factually correct – remember the respondent can ask to see the information stored in the system as well as on paper.

Requests for Personal Information.

As a user of the system you should not disclose any other persons personal information. If you are requested for information by a respondent you, refer them to theturning.eu website, where they can request copies of the information held.

Group Administrators can only provide personal information and then only to the person who it relates to following a formal request other than for the purposes set out in The Purpose Statement.

Removal of Access.

The Turning and Bananas Fellowship of Churches, reserve the right to remove access to the system by users without notice for any reason where there is a breach of these terms and conditions of use or for any reason that they suspect a misuse of the system or the data. It contains.

Your access may also be removed if a group administrator or church leader requests it for any reasonable reason. The Turning and Barnabas Fellowship of Churches will act on their instruction and should this be deemed by you as unreasonable or unfounded you should refer to them in the first instance.

