



St Philip & St James Church

May 2018

Privacy and Data Protection Policy

Policy

Pip and Jim's Church respects the privacy of all and realises how important it is that their personal information remains secure.

This policy aims to explain how we collect, manage and protect your details. Personal data is protected by UK legislation, specifically the Data Protection Act 1998, and the Privacy and Electronic Communications (EC Directive) 2003.

Consent

You and the parish are at the heart of everything we do. We love to keep you updated on the things we are doing and considering doing, including events in which you may be interested. We promise never to sell or swap your details and you can change your preferences at any time. To do so, simply call the church office or email our church administrator at pipandjimsgeneral@gmail.com

Information collected

Personal information is collected directly from you individually. The information collected will typically include your name, postal and email addresses, phone number and bank details if you are supporting us financially directly through your bank. These are stored safely and held only as long as you are connected to the Church.

How the information is typically used

Information is collected to keep you up to date with items of legitimate interest, such as anything we are either doing or considering.

For example:

- to provide you with the Pew News, Church and Community information.
- to process donations or other payments and verify financial transactions.

Third party organisations

We will not send personal information to third party organisations and will not share personal information with third parties for their benefit. We may use other companies (e.g. The Parish Giving Scheme, The Royal Mail and banks) to provide services on our behalf, including delivering postal mail, sending emails, analysing data and processing credit card payments. We will only provide those companies with the information they need to deliver the service and we ensure that personal data is treated with the same level of care as if we were handling it directly. We may disclose personal information if required to do so by law.