

Privacy Notice

3 Counties Vineyard (3CV) is committed to protecting your personal data. Under the GDPR/ Data Protection Act 2018, 3CV is a Data Controller and as such, must let you know how we collect, use, store and protect (“process”) the personal information entrusted to us.

What personal data do we process?

- a. Information that you give us. When filling in forms on our websites, through our 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, the church that you attend, financial and credit card information, personal description and photographs.
- b. Information we collect about you. With regard to each of your visits to our site we will automatically collect the following information:
 - i. Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, and operating system and platform;
 - ii. Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page and any phone number used to call our head office and staff members.
- c. Photographic images that we take and video images that we record for publicity, promotional, pastoral, outreach and mission purposes.
- d. Information we receive from other sources. We may also receive information about you from our affiliated churches, other websites that we control, third parties who work closely with us.
- e. If you are a 3CV employee or 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.

How we use your personal data

We use your personal data for the following purposes:

1. To enable us to provide a voluntary service for the benefit of the public in the 3 Counties area as well as further afield;
2. To administer records of regular attendees, friends and visitors;
3. To fundraise and promote the interests of 3CV and organisations that we support;
4. To manage our staff and volunteers;
5. To maintain our own records (including the processing of gift aid applications);

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6. To inform you of news, events, activities and services running at 3CV and related organisations.

Our lawful basis for processing is as follows:

1. There is a legitimate interest to process your data in order to provide the voluntary services offered and undertaken by and on behalf of 3CV ;
2. There is a legitimate interest to process your data in order to provide details of events, activities and services offered by 3CV and related organisations ;
3. There are occasions when explicit consent is obtained.
4. We require your personal data as it is a statutory requirement in order to process the gift aid applications;

You are under no statutory or contractual requirement or obligation to provide us with your personal data. But failure to do so may prevent volunteering within certain roles, in particular those that require checks under the Disclosure and Debarring Service.

Disclosure of your personal data

Your personal data will be treated as strictly confidential and will be shared only with other church members of the church through ChurchSuite, the church contact book or email in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of 3CV with your explicit consent.

International transfers

We do not transfer personal data outside the EEA.

How we protect your personal data

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, volunteers, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about

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you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of other websites you visit.

Data retention

We keep your personal data for no longer than reasonably necessary, in line with our Data Retention Policy in order to satisfy any legal claims/ complaints; for safeguarding purposes; and to fulfil our contractual and statutory obligations.

Your rights

Unless subject to an exemption under the GDPR, you have rights with respect to the personal data we process, including the following:

- the right to request a copy of the personal data which we hold about you;
- the right to request that we correct any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary to retain such data;
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- the right to data portability from one electronic environment to another, where data is processed by electronic means;
- the right to object to the processing of personal data in certain circumstances; your right to object to direct marketing is absolute;
- the right to be informed when automated decision making and profiling is used and to request human intervention;
- the right to withdraw your consent to the processing at any time, where 'Consent' was our lawful basis for processing your data.

For further details on your rights under the GDPR/ DPA 2018, please visit the [ICO website](#).

Other Websites

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.

Cookies

Our websites use cookies for the following reasons:

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- i. To allow you to carry information across pages of our websites and avoid having to re-enter information when you return to one of our sites;
- ii. To measure our website traffic and analyse how our websites work. This will allow us to make changes to our websites in the future and make them easier to use;

You can accept or decline cookies by modifying the settings in your browser. Please note that if you disable all cookies then you may not be able to access some parts of our websites

Keeping your data up to date

We always try to ensure the data we hold is accurate and up to date. Please advise us if you change any details, such as your address, contact number, etc. so that we may update our records accordingly.

Automated decision making and profiling

We do not use any form of automated decision making in our Charity.

How to make a complaint

To exercise all relevant rights, queries or complaints, in the first instance please contact Marie Brown at the Church office on 01428 653011 or marie@3countiesvineyard.church or by writing to:

3 Counties Vineyard Church, Haslemere Locality Office, Lion Green, Haslemere, Surrey, GU27 1LD.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the: [Information Commissioners Office](https://ico.org.uk/global/contact-us/email) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.