

How Crèche and Kids' Church at Barton Church ("we") use your information

Barton Church has adopted this Privacy Policy as your privacy is important to us and we are committed to safeguarding your information. This policy explains how we comply with the DPA (Data Protection Act) and the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018. This Privacy Notice refers to the protection and use of information relating to primary-aged children and under, including child visitors in this age bracket.

By providing your personal details as a parent or guardian, you agree to allow us to contact you by mail, email, telephone or SMS text message in connection with Kids' Church and Crèche provision either on the basis of the consents you have given us or for our legitimate interests in accordance with current data protection regulations.

Why do we collect and use yours and your child/ren's information?

We will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Notice. We will not use yours or your child/ren's personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, we will only use yours and your child/ren's personal information as follows:

- To be fully compliant with all safeguarding policies and procedures by keeping record of names, ages, address and parental contact details. This also includes consent to attend Crèche (if applicable) and Kids' Church, consent for medical intervention, consent for your child/ren's details to be stored on Church Suite, consent for photos to be taken and used internally within Kids' Church and externally via the website or promotional material. We also take consent for face-painting.
- To ensure that children are safe whilst in our care through the gathering and storage of medical information, including but not limited to: allergies, Special Educational Needs, and medical conditions.
- To ensure that we hold a contact number for a parent or guardian for every child, in the case of an emergency.
- To ensure that children are safe whilst in our care through registers of those currently in attendance on any given Sunday.
- To be able to allocate children into the correct age group.
- To keep a record of all accidents as required by the Health and Safety Executive.
- For the purposes of contacting parents and guardians to inform them of Kids' Church events, parties or other relevant information, via email or Church Suite.
- For the purposes of recruiting potential helpers and team leaders.

How we collect information about you

We collect personal information each time you are in contact with us. For example, when you:

- Complete a Kids' Church Registration Form
- Visit our website
- Complete a Next Steps card
- Use ChurchSuite or ChurchSuite Connect
- Attend church services or participate in other church activities
- Communicate with the church by means such as email, letter, telephone
- Use 32 Barton Road for events or meetings
- Face to face meetings with staff and volunteers
- Access social media platforms such as Facebook, WhatsApp, Twitter and Instagram

Who sees your information

The information you provide to us will be held securely on computers and servers in the UK and not outside the EEA or EU. It may be accessed by trusted and nominated church Staff, Team Leaders and volunteers for the purposes set out in this notice. Your child/ren's information can never be seen or accessed by anyone other than those stated previously. It may be accessed by the ChurchSuite Support Team for purposes of managing our account and resolving issues but this can only be done by written consent and authorisation from us. It may also be accessed by VisionTank who supply our emails and website domain.

We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent, with the following exceptions:

By providing us with your details, you are giving the church your express permission to transfer your data (**not** your child/ren's) to our service providers including mailing houses, such as MailChimp, to enable fulfilment of the purpose for collection.

Where such details are shared, your information is restricted to the purpose for which it is provided and we ensure it is stored securely and kept no longer than necessary.

The categories of information that we may collect, hold and share include:

- Personal information (such as name, telephone number, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth)

Sensitive Personal Information

We may collect and store sensitive personal information such as health information, religious information (church attendance) when you and/or your family attend or register for church events. Your personal information will be kept strictly confidential. It is never sold, given away, or otherwise shared with anyone, unless required, by law.

Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it. If you would like to know specific retention periods please refer to the Retention Periods Policy which can be requested from Sian Smith-Keary (office@bartonchurch.org.uk)

ChurchSuite

Consent for children's information to be stored on ChurchSuite (Barton's church management database) is only obtained via a Kids' Church Registration Form. Consent for parents and guardians to be added can be through Kids' Church Registration Forms, Next Steps Card or through MyChurchSuite login. ChurchSuite has 256-bit military grade encryption and is hosted in a secure UK data centre, protected by 24/7 physical security access control, fire suppression and redundant power failure systems. We would encourage all ChurchSuite users to refer to the ChurchSuite privacy notice for more information about how ChurchSuite protect and use your data.

Keeping your details up to date

Please tell us as soon as any of your contact details change so that we can keep our records up to date. You can change the way we contact you or the kind of material we send you at any time by contacting us by mail or email to office@bartonchurch.org.uk or 32 Barton Road, Canterbury, CT1 1YQ.

You can unsubscribe from any Kids' Church mailing lists any time by clicking the 'unsubscribe' button at the bottom of any email we send you.

If you use ChurchSuite, you have complete control over what personal information you wish to be visible to other associates (members). Your child/ren's information is never visible to other church associates. You can update your privacy settings by logging on to your ChurchSuite account. If you wish to have your personal information deleted from ChurchSuite please let us know and we will delete that information wherever practicable. You can unsubscribe from email reminders or contact via ChurchSuite by clicking 'unsubscribe' at the bottom of a ChurchSuite email or by logging into your account and changing your privacy settings.

Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so. For children, upon signing the relevant section on the Kids' Church Registration Form, you are consenting to us putting your child/ren's information on ChurchSuite for the purposes outlined above. For parents or guardians, completion of a Kids' Church Registration Form, Next Steps Card or setting up your MyChurchSuite login, you are consenting to us putting your information on ChurchSuite for the purposes outlined above.

If you have requested to receive Kids' Church emails your details are synced with MailChimp to fulfil the purpose of collection.

For the purposes outlined above, VisionTank who provide our website domain and emails including backups may also have access to your information.

Requesting access to your personal data

Under Data Protection legislation, you can request access to the personal information that the church holds about you by contacting Sian Smith-Keary. We will provide you with access to your personal information within 30 days unless we are legally authorised to refuse your request. We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

Your rights under GDPR

The following are your rights under GDPR:

- The Right to be Informed – Barton providing adequate information regarding data processing to individuals that is easily accessible and in clear language
- The Right of Access (subject Access Requests) see above
- The Right to Rectification – upon request, any accurate or incomplete personal data rectified within 1 month
- The Right to Erasure/The Right to be Forgotten - in certain circumstances, have personal data erased or destroyed
- The Right to Restrict Processing – Barton allowed to store information, but not allowed to process it
- The Right to Data Portability
- The Right to Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Rights in relation to Automated Decision Making and Profiling - object to decisions being taken by automated means

Security

The Church will take reasonable steps to keep secure any personal information, which we hold and to keep this information accurate and up to date. Personal information, held electronically, is stored in a secure server or secure files with restricted access and careful monitoring.

The Internet is not a secure method of transmitting information. Accordingly, we cannot accept

responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. We take security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. Your information will be held for a reasonable period or as long as the law requires or permits.

We take every effort to ensure the security of your data by storing hard-copies of Kids' Church Registration Forms in a locked filing cabinet in a secure location.

Cookies Policy

Cookies are small amounts of information that we store on your computer. Unless you have indicated your objection when disclosing your details to us, our system will issue cookies to your computer when you log on to our website. Cookies make it easier for you to log on to and use the site during future visits. They also help to monitor website traffic and to personalise the content of the site for you but will not store save or collect personal information. You may set up your computer to reject cookies although, in that case, you may not be able to use certain features on our site.

Links

Our website may also include links to other websites. Links provided by the church are for your convenience to provide further information. We use websites such as Vimeo to embed videos on our website, service providers such as VisionTank, MailChimp and Google Analytics and you may be sent cookies from them via our site. Please look at the cookie and privacy policies on these third-party sites if you want more information about this. Users should therefore note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links.

Downloads

Any documents or files made available to download from our website are provided at users own risk.

Changes to the Policy

The Church may amend this Privacy Policy from time to time to ensure compliance with changes or amendments to the law of the UK. Any amended version will be available on our website at www.bartonchurch.org.uk or on the welcome desk. We suggest that you visit our website regularly to keep up to date with any changes.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>. For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact Sian Smith-Keary

Contact:

If you would like to discuss anything in this privacy notice, please contact: Sian Smith-Keary

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