

## Privacy Policy

**Effective date: November 2019 (reviewed November 2022)**

### Our contact details

**Name:** Mr J Stephenson, Church Secretary

**Address:** Scapegoat Hill Baptist Church, School Road, Scapegoat Hill, Huddersfield, West Yorkshire, HD7 4NU

**Phone Number:** 01484 655615

**E-mail:** [hello@scape.church](mailto:hello@scape.church)

### What type of information we have

We currently collect and process the following information:

- Your name and email address
- Your telephone number and/or address where you choose to provide this information.
- Any other personal information (which may include special category data, which you choose to share with us as part of an enquiry)

### How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

#### You contact us with an enquiry

If you contact us by email, by telephone or by post with an enquiry we will usually need to process your name and any contact details you provide (such as your email address or telephone number) to be able to answer your enquiry.

#### Visitors to our website

##### Google Analytics

We do not use third party services such as Google Analytics.

##### Cookies and session tracking

This website does not use cookies.

### Lawful Bases for Processing your Personal Information

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing your personal information is:

- **Your consent. You are able to remove your consent at any time. You can do this by contacting us at [hello@scape.church](mailto:hello@scape.church) or telephone our Church Secretary on 01484 655615**
- **We have a legal obligation.**
- **We have a legitimate interest.**

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### **What we do with the information we have**

We use the information that you have given us in order to answer your enquiry.

We will not share your information with third parties without your consent unless the law requires us to do so.

### **How we store your information**

Information you pass to us as part of an enquiry you make is securely stored on computer and in our email system.

We keep your name, contact details and information relating to your enquiry for 3 months. We will then dispose of your information by deleting it electronically from our computer records and email system.

Please be aware that if you choose to communicate with us by email, then unless you have encrypted the email, the security of the email in transit cannot be guaranteed.

We use 123-Reg as our website hosting provider. 123-Reg has its website hosting servers in a UK data centre.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** – You have the right to ask us for copies of your personal information.

**Your right to rectification** – You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** – You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** – You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [hello@scape.church](mailto:hello@scape.church) or telephone our Church Secretary on 01484 655615 if you wish to make a request.

### **How to complain**

You can also complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

**Contact**

If you would like to discuss anything in this privacy notice, please contact [hello@scape.church](mailto:hello@scape.church)