

## **Privacy Notice**

### **1. Introduction**

- 1.1 This privacy notice provides you with details of how we collect and process your personal data through your use of our website [www.standrewschurchyork.org.uk](http://www.standrewschurchyork.org.uk).
- 1.2 By providing us with your data, you are informing us that you are 18 years of age or over.
- 1.3 We are responsible for any of your personal data that our website collects.

### **2. What data do we collect about you?**

- 2.1 We collect information from the contact form and the email link on our website. We also collect anonymous website usage information using cookies.
- 2.2 We will only use your personal data for the purpose for which it was collected for or a reasonably compatible purpose if necessary. In case we need to use your details for an unrelated new purpose we will let you know and explain the legal grounds for processing.
- 2.3 Please note that we may process your personal data without your knowledge or consent where this is required or permitted by law. This may include disclosing your personal data to the police, the National Crime Agency or a governmental body. We will do this if we have reasonable grounds to suspect that a criminal offence may be or may have been committed or if we are required by law to do so for other reasons.

### **3. How we collect your personal data**

- 3.1 We may collect data about you by your providing the data directly to us (for example, through the contact form or email link on the website). We may automatically collect certain data from you as you use our website by using cookies and similar technologies. Please see our [cookie policy](#) for more details about this.
- 3.2 We may receive data from third parties such as analytics providers, advertising networks, search information providers and providers of technical services.

### **4. Communications**

If you have completed the contact form or submitted an enquiry through the email link then we may respond to you using the contact details that you have provided.

### **5. Disclosures of your personal data**

- 5.1 We may have to share your personal data with the parties set out below:
  - 5.1.1 Service providers who provide IT and system administration services;
  - 5.1.2 Professional advisers including lawyers, bankers, bookkeepers, accountants, auditors and insurers; and
  - 5.1.3 Government bodies that require us to report processing activities.

5.2 We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

5.3 We will not sell or otherwise supply your personal data to third parties for their own marketing purposes.

## **6. Data security**

6.1 We have put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed, or accessed without authorisation.

6.2 We have procedures in place to deal with any suspected personal data breach and will notify you and the Information Commissioner's Office of a breach if we are legally required to.

## **7. Data retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected for including for the purposes of satisfying any legal, accounting, or reporting requirements.

## **8. Your legal rights**

8.1 Under data protection laws you have rights in relation to your personal data that include the right request access, correction, erasure, restriction, transfer, to object to processing, to portability of data and (where the lawful ground of processing is consent) to withdraw consent. You can see more about these rights at: [www.ico.org.uk](http://www.ico.org.uk)

8.2 If you wish to exercise any of the rights set out above, please email us at [contact@standrewschurchyork.org.uk](mailto:contact@standrewschurchyork.org.uk). You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee or refuse to comply with your request if your request is clearly unfounded, repetitive or excessive or in these circumstances. We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you.

8.3 If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (see [www.ico.org.uk](http://www.ico.org.uk)). We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

## **9. Third-party links**

9.1 The website may include links to third-party websites, plug-ins and applications. Clicking on those links may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

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

## **10. Other information**

10.1 This privacy policy should be read in conjunction with our [cookie policy](#) and [website terms of use](#).

- 10.2 This privacy notice is version 1.0 and is effective from 01 September 2020. It may be superseded without notice; however, the version in force will be available on our website.