



## Privacy & Data Protection Policy

### Key details

This privacy policy describes how **Jubilee Church Derby** protects and makes use of the information you give the charity.

If you provide information when using our website or you complete a contact card it will only be used in the ways described by this privacy policy.

This policy is updated from time to time. The latest version is published on this page.

This website privacy policy was updated on: **19/01/2024**

If you have any questions about this policy you can contact us via:



info@jubilee.org.uk



Jubilee Church Derby, PO Box 7736, Derby, DE1 0RY



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### Introduction

At Jubilee Church Derby, we collect different types of information about our users for the following main reasons:

- To be able to communicate with users by email and other means.
- To be able to register users into events
- To be able to collect donations and claim gift aid
- To help us improve the service we offer

### Our Principles

We are absolutely committed to protecting your privacy. Our policy can be summarised in one sentence: *we will not share your information with others without your consent.*

*We have established the following principles:*

- We will respect your email privacy. You will only receive emails from Jubilee in relation to Jubilee, ChristCentral or Newfrontiers matters e.g. latest news, future events and occasionally opportunities for you to support local or international mission.
- We will not share any individual user details (including your email address) to any third party without your consent.

### **What data do we gather?**

We collect information on our users through email sign-up, contact forms, donation forms, via social media messaging and/or registration at an event.

We may collect the following information:

- Name
- Contact information including email address
- Website usage data
- Other information relevant to enquiries
- Other information pertaining to specific events or surveys
  - For email sign-up and contact forms we keep the minimum information needed to identify you and be able to communicate with you.
  - For event registration, we ask for information necessary for event badges, payment confirmation e.g. name and address, dietary needs and contact details.
  - For donations, we keep the minimum information necessary to verify payments and claim gift aid.
  - For DBS applications we will keep information pertinent to registration and required by law
  - For ChurchSuite we will keep as much information as you are willing to provide but basic contact information is required for you to use this system.

### **How we use this data**

Collecting this data helps us understand what you are looking for from us, enabling us to deliver improved events, newsletters, services and products.

Specifically, we may use data:

- For our own internal records
- To improve the services we provide
- To contact you in response to a specific enquiry
- To customise the website for you

- To send you promotional emails about events, services, offers and things we think may be relevant to you
- To send promotional mailings or to call you about events, services, offers and other things we think might be relevant to you
- To contact you via WhatsApp using our business WhatsApp account to follow up on a contact you have made with us
- Occasionally we may contact you via email, telephone, WhatsApp or mail for research reasons

### **Who will have access to your information (web based data)?**

By default, your personal information will be visible to our internal, authenticated users of our website. Such personnel are only allowed to use that data for Jubilee purposes. They are not allowed to transfer it to another organisation.

Please be aware that whenever you voluntarily disclose personal information over the Internet that this information can be collected and used by others. In short, if you post personal information in publicly accessible online forums, you may receive unsolicited messages from other parties in return. Ultimately, you are solely responsible for maintaining the secrecy of your information. Please be careful and responsible whenever you are using the Internet.

Remember to close your browser when you have finished your user session. This is to ensure that others cannot access your personal information and correspondence if you share a computer with someone else or are using a computer in a public place like a library or Internet cafe. *You as an individual are responsible for the security of, and access to, your own computer.*

### **Links from our website**

Our website may contain links to other websites. Please note that we have no control of websites outside our domain names:

- [jubilee.org.uk](http://jubilee.org.uk)
- [pursuinghispresence.org](http://pursuinghispresence.org)
- [burtonfamilychurch.org.uk](http://burtonfamilychurch.org.uk)

If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully. Where you are required to include privileged information ensure you do this via a verified secure connection.

## **Controlling information about you**

When you fill in a form or provide your details on our website, you will see one or more tick boxes allowing you to:

- Opt in to receiving communications from us by email, telephone, text message or post

If you've agreed that we can use your information for these purposes but you change your mind, you can inform us easily by one of these methods:

- Sign in to our website and change your opt-in settings on our contact page.
- Send an email to: **info@jubilee.org.uk**
- Write to us at: **Jubilee Church Derby, PO Box 7736, Derby, DE1 0RY**
- Phone us: **03000 110 121**

We will never lease, distribute, or sell your personal information to third parties unless we have your permission or the law requires us to.

Any personal information we hold about you is stored and processed under our data protection policy, in line with the Data Protection Act 1998.

Should you request details of the information which we have stored about you it may take us up to 2 weeks to provide you with full details. Our table in Appendix 1 shows you how long we will store various types of data and who may have access to it.

## **Security**

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

We also follow stringent procedures to ensure we work with all personal data in line with the Data Protection Act 1998.

## **Cookies and how we use them**

### **What is a cookie?**

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

We use cookies on this website to track user activity on the site and to enable various types of functionality. While we will endeavour to keep the list below updated, our site relies on many third-party services and the list may therefore become out of date if those services alter the cookies which they use. Please note that all of these cookies exist to enable functionality on the website and not for advertising purposes.

### How we use cookies

We may use cookies to:

- **Analyse our web traffic using an analytics package.** Aggregated usage data helps us improve the website structure, design, content and functions.
- **Identify whether you are signed into our website.** A cookie allows us to check whether you are signed into our site.
- **Store information about your preferences.** The website can then present you with information you will find more relevant and interesting.
- **To recognise when you return to our website.** We may show your relevant content or provide functionality you used previously.

There are two types of cookie you may encounter when using this website:

**First party cookies:** these are our own cookies, controlled by us and used to provide information about usage of our site.

**Third party cookies:** these are cookies found in other companies' internet tools which we are using to enhance our site, for example Facebook, Twitter and Google have their own cookies, which are controlled by them.

### Controlling Cookies

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies.

However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

To learn more about cookies and how they are used, visit **All about cookies**.

## Appendix 1 – How Long Do We Store Data?

Data Type	Length Stored	Who Has Access?	Storage Location	Deletion Method
<b>Let's Keep In Touch Data</b>	Up to 3 yrs <sup>1</sup>	Welcome Team, Church Leaders, Trustees	Spreadsheet & locked filing cabinet	Shredded & deleted from spreadsheet
<b>Children's Work Registration</b>	Kept securely for safeguarding purposes	Children's Leaders, Church Leaders, Trustees	Spreadsheet & locked filing cabinet	Shredded & deleted from spreadsheet
<b>Membership Information</b>	Up to 3 yrs after a member has left <sup>1</sup>	Church Leaders, Trustees	Spreadsheet & locked filing cabinet	Shredded & deleted from spreadsheet
<b>Gift Aid Forms</b>	Retained for financial reference	Finance Team, Trustees, Church Leaders	Locked filing cabinet	Shredded
<b>DBS Paperwork</b>	Basic data retained on Spreadsheet. Application forms retained to show consent & due process.	Safeguarding Team, Relevant Ministry Leaders, Trustees, Church Leaders	Spreadsheet & locked filing cabinet	Not usually destroyed, unless legally required - shredded & deleted from spreadsheet
<b>Conference Booking (Guestlist)</b>	Up to 3yrs <sup>1</sup>	Conference Team, Church Leaders	Booking system, spreadsheet	Deleted from System / spreadsheet
<b>Mailing List (YMLP)</b>	Up to 3yrs <sup>1</sup>	News Team Church Leaders, Trustees,	Mailing list system	Deleted from system
<b>Church Suite Management Software</b>	Controlled by Church Members	Church Leaders, Trustees, Admin & Relevant Team Members	Church Suite System	Deleted from system by user or by admin staff

<sup>1</sup> Reviewed on an annual basis data will be deleted between yr2 & yr3

Thank you for reading this document as we said earlier should you have any questions relating to it please do get in touch and we'll do our best to answer any questions you may have!

### Please Contact:

✉ info@jubilee.org.uk  
 ✍ Jubilee Church Derby, PO Box 7736, Derby, DE1 0RY  
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CHRISTCENTRAL

Jubilee Church Derby is a ChristCentral Church, part of Newfrontiers, a member of the Evangelical Alliance and a registered charity, no. 1162660

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