

Kay St.
Baptist
Church

KAY STREET BAPTIST CHURCH
WEBSITE PRIVACY NOTICE

Adopted: August 2020
Review: August 2023

Kay Street Baptist Church Website Privacy Notice

We are Kay Street Baptist Church, a charity registered in England and Wales under charity number 1129330. Our contact details are:

Address: Kay Street Baptist Church, Kay Street, Rawtenstall, BB4 7LS

Email: www.kaystreet.co.uk/contact Telephone: 01706 213725

This privacy notice describes what information (your 'personal data') we process about you through the use of our website <https://www.kaystreet.co.uk> the purposes for which we collect it and how we will handle and use it.

For the purposes of data protection law, we are considered as the 'controller' of the personal data we collect and hold about you and we are therefore responsible for it.

Our Deacon and Trustee David Griffith is our **Data Protection Officer** and he is the person responsible for matters relating to the protection of personal data. He can be contacted at the address above or by email (admin@kaystreet.co.uk) or phone 01706 213725.

We are registered with the Information Commissioner's Office ("ICO") with registration number ZA405187.

1. INFORMATION ABOUT YOU

By using our website, we may collect the following information about you in the following ways:

1.1 Information which you give us

We collect information about you when you fill in forms on our website and when you communicate with us. This includes (but is not limited to) the information you provide us with when you sign up to one of our mailing lists or fill in one of our Contact or Keep in Touch forms.

This can include your full name, address, email address, and phone number.

You may also provide us with your photo or video footage containing your image. We will publish images on our website where we have your explicit consent to do so.

1.2 Information we collect about you

By visiting and interacting with our site we also collect certain information about you automatically. This includes information about the browser you use, the type of computer, your means of connection to our site, the operating system and the Internet service providers utilized and other similar information, as well as information about your visit. This may include the date and time of your visit, clickstream to, through and from the website, how much time you spend on each webpage and how you interact with the website.

For all images and video that we take as Kay Street Baptist Church, we will ensure that all possible participants have a clear understanding of our processes and are able to give or withdraw their consent at any point to the retention and/or publication of their image(s) in line with our Data Protection Policy which is available on request. Where images are provided to us by a third party, we will not publish these or embed video footage on our website without confirmation in writing that the third party has the necessary rights and permissions from you to use and share your personal data in this way.

2. WHY WE COLLECT THIS INFORMATION

In this section we list the different purposes for which we collect and use your personal information, as well as the legal grounds under the Data Protection Act 2018 on which we rely to justify such data processing.

Purpose	Legal grounds
Including you in one of our regular mailings keeping you informed about events and activities connected with Kay Street Baptist Church	By signing up through our website to be on one of our mailing lists you are giving us your consent for us to contact you in this way
Operating, maintaining and improving our website	The information is necessary for our legitimate interest to ensure the smooth functioning of our website and its continuous improvement, and for providing relevant support, news and information to interested parties
Keeping our website secure	The information is necessary for our legitimate interest to protect our website's integrity and to protect user data
Responding to your queries through our Contact and Keep in Touch sections	This information is necessary for us to be able to reply to your query. By providing us with the requested details you are giving your consent for this information to be processed for this specific purpose only.

3. DISCLOSURE OF YOUR INFORMATION

At times we may share your information with others. The following is a list of who we will or might share our information with:

- Our employees, contractors and volunteers on a need-to-know basis
- Employees and volunteers working for one of our partner organisations with whom we have a data-sharing agreement in place.
- Our current website host – Squarespace.com
- Analysts and consultants who might help us improve and optimise our website
- Our professional advisors
- Law enforcement and statutory authorities and other organisations or regulatory bodies which we may have a legal obligation to disclose information to.

4. WHERE WE KEEP YOUR PERSONAL DATA

All your personal information covered by this policy will be stored in the UK. We will not transfer your information outside the European Union unless we are permitted to do so by law and we will inform you about such transfer before it is done.

Please note that our website is hosted by Squarespace.com and some personal data may be processed in the United States. Squarespace.com participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework.

5. RETENTION OF DATA

We will keep the personal information covered by this policy for the periods of time specified in our Data Protection Policy and at the end of the applicable retention periods we will safely and securely delete it.

6. YOUR RIGHTS IN RELATION TO YOUR DATA

You have a number of rights under data protection law. These include:

- The right to access your personal data and to obtain certain information about it
- The right to rectify the data if it is inaccurate
- In some circumstances, such as when the data is no longer required or if the use of the data has no legal justification, the right to have that data erased
- In limited circumstances, the right to object to our handling of the data
- In limited circumstances, the right to restrict the handling of your data

More details about how these rights apply can be found in our Data Protection Policy.

You also have the right to withdraw your consent at any time when we rely on consent as a legal ground to justify our handling of your personal data. This would not affect the lawfulness of anything done before consent is withdrawn but it would stop us from continuing to use the relevant information.

You can exercise your rights or obtain more information about them by contacting our Data Protection Officer (Email: admin@kaystreet.org.uk or ring 01706 213725).

7. COMPLAINTS TO THE INFORMATION COMMISSIONER

You have a right to complain to the Information Commissioner's Officer (ICO) about the way in which we collect and handle your personal data. Complaints can be made at <https://ico.org.uk/>.

8. THIRD PARTY WEBSITES

Our website may refer or contain links to other websites. Please note that this privacy notice does not apply to information collected through these websites. These third party websites should have their own privacy policies which describe how they might collect your data and use it.

We are not responsible for these third party websites or the information which they might collect and, therefore, you are encouraged to view their policies before browsing through third party websites or providing them with information.

9. COOKIES

Like most other websites, our website uses cookies. Details are in the table below. Cookies are small files which websites store on your computer and which contain various types of information about your visit to a website. They are not viruses or malicious software but they are generally aimed at providing you with a good experience when browsing a site by, for example, remembering your preferences so that you do not need to reset them every time you visit the website. Although cookies do not normally contain information about you personally they can record information about how you browse the internet. They can therefore be used by websites to advertise goods and services which, based on your browsing history, are similar to goods and services which you have previously searched online. This is why some users reject or delete cookies.

Cookies normally expire after a length of time which can vary from a few minutes to more than a year. Some cookies are 'session cookies' which are deleted when you close your internet browser or after a period of inactivity. Others are 'persistent cookies' which remain on your computer until their expiration date. We do not store cookies on your computer without your consent, unless they have the sole purpose of carrying out the transmission of communications or they are strictly necessary for providing an online service. You may restrict or block cookies which are set by any website through your browser settings. Your browser settings also allow you to clear your browsing history and delete cookies. Information about how you can do this can be found on this link <https://ico.org.uk/for-the-public/online/cookies>. Mobile devices may have their own settings and you need to refer to the manual of the device. Please note that restricting or disabling cookies may impact the functioning of parts of our website.

Cookies used - Name	Cookie Purpose, Type and Duration
Locked	<ul style="list-style-type: none">• Prevents the password-protected screen from displaying if a visitor enters the correct site-wide password.• Cookie• Session
squarespace-announcement-bar	<ul style="list-style-type: none">• Prevents the announcement bar from displaying if a visitor dismisses it• localStorage• Persistent
squarespace-popup-overlay	<ul style="list-style-type: none">• Prevents the promotional pop-up from displaying if a visitor dismisses it• localStorage• Persistent
Test	<ul style="list-style-type: none">• Investigates if the <i>browser</i> supports cookies and prevents errors.• Cookie• Session