

1. Overview

This policy sets out how Holy Trinity Church, as Data Controller, uses and protects any personal information that is collected or is provided to the church by you, for the purposes of undertaking our duties. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when holding a position within the church or using this website, you can be assured that it will only be used in accordance with this privacy notice.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

2. Personal information

Contact details provided through online forms from our website will only be used for the purpose stated on the form. Any personal details submitted through the events or jobs sections of this site are used only for the purposes of administration of those activities or adverts. We may hold details of staff members, officers, or volunteers on our website. This is done so that you can find the right person to talk to quickly.

3. Controlling your personal information

Holy Trinity will not sell, distribute or lease your personal information to third parties unless we are required to do so by law. It may be shared within the structures of the Church of England and other ecumenical partners within the diocese and nationally. If applicable to your role, your name, position, address, telephone number and e-mail address may be published in the publicly available Who's Who section of our website with your consent.

You may, under the Data Protection Act, request details of personal information which Holy Trinity holds about you. If you would like a copy of this information please contact the either of the Data Controllers shown later in the document.

If you believe that any information we are holding about you is incorrect or incomplete, or you wish to change the use of your personal information that you have previously agreed to us using, you can request changes at any time by emailing the Data Controllers. We will act promptly upon your wishes. If you believe that we have not managed your information correctly you may make a complaint to the Information Commissioner's Office (ICO) details of how can be found on the ICO website <https://ico.org.uk/>.

Your data is secure within EU data centres. It will be encrypted and securely held on password protected servers with access granted only to those that have an operational or church business need to do so.

4. What we collect

Holy Trinity collects anonymised data for analysis and if you register with us we will collect the following information:

- Your name
- Your contact information including email address

If you complete an online form or an offline form we will collect the data from the fields shown on the form.

5. What we do with the information we gather

Holy Trinity requires this information to correctly save the data you submit via forms and to identify you correctly as having permission to upload the data you are submitting. The information may also be used for the following reasons:

- Internal record keeping
- To improve our website
- To keep you up to date with services and events
- To carryout a request that you may have made or deliver a service such as baptism

6. How long do we keep the information?

Personal information is kept within a file management system while a person is in a position within the church and then deleted unless required for record keeping. Some of the information that we collect is supplied to us electronically or in paper form. We have prepared a data retention protocol and keep information and documents in line with that policy.

7. Security

Holy Trinity is committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

8. How we use cookies on our website

A cookie is a small file which asks permission to be placed on your computer's hard drive. When added the cookie helps analyse web traffic, or lets you know when you visit a particular part of the website. Cookies allow web applications to respond to you as an individual.

This website uses 'cookies' to make the site more useful to visitors. A limited amount of personal information is also collected and displayed to help with the general administration of the church. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. However this may prevent you from taking full advantage of the website.

9. Links to other websites

The Holy Trinity website may contain links to enable you to easily visit other websites of interest. However, once you have used these links to leave our website, you should note that we do not have any control over that other website. Therefore, Holy Trinity cannot be responsible for the protection and privacy of any information provided by you whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

10.Issuer

This policy has been issued and approved by the Parochial Church Council of Holy Trinity Church, Twickenham. It is reviewed every two years.

Version control				
Version number	Date	Author	Status	Review
1	11 Oct 2018	Tim Little	Withdrawn	
2	30 Jan 2020	Tim Little	Withdrawn	
3	14 Nov 2022	Tim Little	Issued	Nov 2024