

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

This policy relates to oxford.anglican.org, its subdomains, and other official Diocese of Oxford websites including earthingfaith.org, thamespilgrimway.org.uk, youthblog.org. It does not apply to sites the Diocese of Oxford may host for affiliated organisations.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to webmaster@oxford.anglican.org or by writing to the Data Protection Officer, Church House Oxford, OX5 1GF. Alternatively, you can telephone 01865 208200 and ask to speak to the Data Protection Officer or web team.

1. How do we collect information from you?

We obtain limited information about you when you use the website, for example, when you contact us or subscribe to our newsletter.

2. What type of information is collected from you?

Newsletters

If you voluntarily subscribe to [eNews](#) or other emails from us we save:

- Your email address (required)
- Your name (optional)
- The archdeaconry where you worship (optional)

You can update your newsletter profile at any time and each email newsletter we send to you contains an unsubscribe link. If you unsubscribe and are a church officer then we will only send important information related to your role.

Contact Forms

We use contact forms so you can send us queries. We save the information you submit on the form for a maximum of 6 months, the information is then deleted. We do this to ensure that your query reaches the intended recipient.

The personal information we collect through the form is as follows:

- Your name
- Email address
- IP address
- Date and time
- Message subject and content including attachments

Cookies

This site uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, keep you logged in if you are an editor, and provide anonymised tracking data to third party applications like Google Analytics.

As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your

browser or taking a look at the [About Cookies](#) website which offers guidance for all modern browsers.

3. What third-party cookies (external to oxford.anglican.org) do we store:

`__cfduid` This is a security cookie set by Cloudflare that relates to One Signal. The system we use for sending browser notifications of new posts.

`__utma` / `__utmb` / `__utmc` / `__utmz` These relate to Google Analytics which we use to understand how many people use the website and which pages they visit.

Other cookies may be set that are local to our own domain and are used for the smooth running of the website. None of the cookies we set contains personally identifiable information.

4. How is my information used?

We may use your information to:

- improve the website by understanding which pages are most visited and in what order
- send you notifications that you have requested (more about browser notifications)
- put you in touch with someone you need to contact
- remember your login details if you are one of our website editors

We do not store any information you provide for any longer than necessary.

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

5. Your choices

The accuracy of your information is important to us. If your email address or any of the other information we hold is inaccurate or out of date, please let us know.

You can update your details on the newsletter by following the "Update My Preferences" link in the email.

You have the right to ask for a copy of the information we hold about you on our website.

6. Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely.

We do not collect sensitive information (such as credit or debit card details on this website).

You do not need to register to use this website unless you are a staff editor.

Our website is SSL secured so all passwords etc are encrypted however non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

7. Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies *only* to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

8. Transferring your information outside of Europe

All our web servers are located in the EU. However, as part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). For example, when you subscribe to a newsletter, a browser notification, or when our sites are backed-up. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

Visitors should be aware that public websites are indexed and cached by search engines and archival services over which site managers have limited control. These may include, Google, Yahoo, Bing and Archive.org.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Tel: 01865 208200. Email: dpo@oxford.anglican.org.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

10. Review of this Privacy Notice

We keep this Privacy Notice under regular review: it was last updated in November 2018.