

Privacy policy

Introduction

Salvation Christian Church (SCC) is committed to protecting your privacy and safeguarding your personal information. This privacy policy helps you to understand better how we collect, store and use your personal information.

If you have any queries about this Privacy Policy or how we process your personal information, please email us at info@scc-uk.org or contact us by writing to:

SCC

Elim Pentecostal Church

Central Park Road

East Ham

London E6 3DL

Data Controller of Personal Information

Salvation Christian Church is considered the “data controller” of your personal information under European Union and UK data protection law. which means we have to tell you certain information when processing your personal information. We may input personal information into our church database system (iKnow) or may ask you to do so yourself. We may collect information from you in person or we may ask you to fill in paper forms or input information into other systems that the church uses.

This Privacy Policy relates to your use of the Services and tells you:

- What personal information we collect about you when you use the Services.
- How do we collect your personal information in the Services.
- How do we use your personal information.
- Who do we share your personal information with.
- What we do to protect your personal information.
- What choices you have in relation to your personal information.

Personal Information we process about you

We may collect the following information about you:

- i. Your name and address.
- ii. Your mobile phone number.
- iii. Your email address.
- iv. Your marital status.
- v. Your age and gender.
- vi. Information about your family.

- vii. Your education and employment.
- viii. Your role(s) within the church (if appropriate).
- ix. To carry out a DBS check.
- x. The result of a DBS check.
- xi. Information we collect and record as part of pastoral care (this will include anything you tell us unless you tell us not to record it).
- xii. Payment details when booking events.
- xiii. Donations to the church.
- xiv. Any information you provide to us.
- xv. Any teams or groups you are involved with.
- xvi. When you are unavailable for serving on rota.
- xvii. Dates and times that you are on a rota.
- xviii. Your training records (if appropriate).

Personal Information you give us

We may collect personal information from you when you attend church and speak to us in person. You may also fill in one of our paper forms, such as the welcome card or the new believer form.

We collect personal information from you when you or we set up a user account in iKnow. If we set up an account on your behalf, then we will input personal information from you that we collected from you in person, on paper forms and from contact forms on our website. We will also collect information from you when you update your user account on iKnow.

How we use your Personal Information?

1. Where it is necessary for our legitimate interests

Examples of how we may use your information for administration purposes:

- To set up your iKnow account.
- So that we can keep a record of your attendance at church, bible classes and at other events and meetings.
- To provide you with pastoral care and other support that you have requested and we believe would be helpful to you.

2. Where you have consented to us using your personal information

Examples of how we may use your information with consent:

- We may also ask for consent where you have given us information as part of our pastoral care and asked us to use it for a certain purpose.

3. Where we need to perform the contract we have entered into with you

Examples of how we may use your information in order to comply with a contract that we have entered into with you:

- To buy tickets for events.

- To tell you about changes to our website, software or Services that will affect your use of iKnow.
- To help us (or the software developers) improve the Services.

4. Where we need to comply with a legal obligation

Examples of how we may use your information to fulfil a legal obligation:

- keeping records for gift aid purposes.
- To prevent and detect fraud.
- To protect children and vulnerable adults.
- To get your feedback on the Services.

How we use sensitive Personal Information?

We may use your sensitive personal information in the following ways:

- Your mental or physical health, racial origin, sexual orientation or criminal record in order to provide you with support and pastoral care. We may also use this information to help you access support and benefits if appropriate and requested by you.
- Your religious beliefs in order to administer your membership of our church.
- Your DBS check (which may contain information relating to criminal offences or presence on a register) to decide your suitability for roles in the church.

Information about Children

Whilst information relating to children is not considered to be special category information, it is information that is given specific protection. Where the child is under the age of 13 we will always ask for the consent of parents before allowing the child to set up an account in iKnow and ensure that the parent are able to access and administer the account.

Where a child is 13 or over then we will permit the child to have their own iKnow account, but we may (if we believe it to be appropriate in the circumstances) inform the parents. We will tell the child at the time of signing up that we may inform their parents and we will only do this where it is appropriate and lawful to do so.

Sharing your Personal Information

Other third parties

We may share your information with certain third parties including:

- With other members of our church so that they can provide you with support and pray for you.
- Other churches – if you request us to pass on your information either to them or from them (if you move).

- Support services and benefits providers (e.g. local authorities, your doctor).
- Our suppliers for the performance of any contract we enter into with them or you.
- Our software providers who need to see your information in order to keep our website up and running.
- Analytics and search engine providers who analyse information about your use of our website and help us to tailor the product and offers that we offer to you and other users.

We work with the following organisations:

- Edit Websites Limited (provider of iKnow Church software – www.iknowchurch.co.uk)
- Pulsant
- SendGrid (for sending emails)
- HMRC (for claiming of Gift Aid)
- Text Marketer (sending of text messages)
- MailChimp

Keeping your Personal Information

How we store your personal information

The security of your personal information is important to us.

We use appropriate technical and organisational measures to safeguard personal information and encryption technology where appropriate to enhance privacy and help prevent information security breaches.

Any personal information that we provide to you will be held within the EEA.

All third parties who provide services to us or our software provider are required to sign a contract requiring them to have appropriate technical, administrative and physical procedures in place to ensure that your information is protected against loss or misuse.

All information you provide to us is stored on our secure servers or on secure servers operated by a third party. Information on our third-party providers can be found above.

Your rights

Access to information

You have the right to access information that we hold about you, that includes:

- Right to Access

- Right to Rectification
- Right to Erasure
- Right to Object

If you wish to receive a copy of the information that we hold, please contact us at info@scc-uk.org or write to us at the address above.

Complaints

If you make a request to us under this Privacy Policy and you are unhappy with the response, you can ask for the request to be reviewed under our internal complaints procedure. Our internal complaints procedure allows your request to be reviewed by Pastor Joshua Chen and Pastor Tony Tsang who will do their best to try and resolve the issue.

If you have been through the internal complaints procedure and are not satisfied with how we process your personal information, then you have the right to complain to the Information Commissioner's Office. They can be contacted as follows:

Website: www.ico.org.uk

Telephone: 0303 1231113

Address: Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow
Cheshire
SK9 5AF

Changes to our Privacy Policy

We review our Privacy Policy on a frequent basis to check that it accurately reflects how we deal with your information and may amend it if necessary. You should check this page regularly to see the most up to date information.

Last updated: May 2018