

# **Calvary Cork Privacy Notice**

## **FULL VERSION**

### **Introduction**

At Calvary Cork we exist to glorify God by making disciples of Jesus Christ in Cork city and county, teaching them to obey all that He commanded

We are grateful to our members who serve the church faithfully and having a positive relationship with our members and attendees is extremely important to us and we are committed to working in an open, ethical, responsible and honest way.

We are committed to protecting your personal information and being transparent about what information we hold about you. We aim to be clear about the ways we may collect your personal information, and how we use it for purposes that you may reasonably expect. In particular, we promise never to sell or share personal details with third parties for the purposes of their own marketing.

This privacy notices explains ways we might obtain your personal information and how we use it, including how we communicate with you.

### **What we believe**

#### **Jesus Christ:**

Jesus is the foundation and cornerstone of the church. He came to restore man's broken relationship with God. His finished work on the cross made that possible. Because of His love demonstrated on the cross by dying for our sins, we now have reason to fellowship with one another and proclaim salvation through His life, death, and resurrection (1 Corinthians 3:11, Ephesians 2:20, Romans 5:6-10).

#### **The Bible:**

The Bible is the inspired, infallible, authoritative, inerrant word of God and is relevant and applicable to man today. Therefore, we place great emphasis upon teaching it in public, studying it in private, and using it as a guide for our daily lives (Acts 20:32, 2 Timothy 3:16-17, 1 Thessalonians 2:13).

#### **Worship:**

We believe God is worthy of all praise, reverence and love. We take special time to worship Him in the church with song. It is our goal to worship Him with our whole lives as well; at home, at work, and at play (John 4:23, Colossians 3:16, 1 Thessalonians 5:16-18).

#### **Love:**

Love is the greatest virtue and demonstration of the reality of Jesus Christ. We endeavor to show a Christ-like love toward all men. Love should be exhibited in our lives by our words as well as our actions (John 13:34-35, 1 Corinthians 13:13, Philippians 2:3).

### **Christian Growth:**

Our supreme desire is to know Christ and be conformed into His image, likeness, and example by the power of the Holy Spirit. We encourage this by abiding in Jesus Christ through His Word, prayer, fellowship and by yielding our lives to the Holy Spirit (John 15:5, Romans 8:29, Ephesians 4:15).

### **Christian Service:**

Christian service is part of the Christian life and is the responsibility of all believers. Our goal is to develop the ministry of every member to the benefit of all (Ephesians 4:11-13, 1 Corinthians 12:4-7).

### **How to contact us**

#### **Pastor Mike Neglia:**

Address: 5 Westview Terrace, Pouladuff Road, Cork

Tel: 00353 85 144 3595

Charity No: 20101411

For further information about our privacy notice and data protection, or anything else about the work of Calvary Cork, please contact us as shown above or email [info@calvarycork.org](mailto:info@calvarycork.org)

### **Calvary's Principles of Data Protection**

- We aim to obtain and process data fairly
- It will be kept only for one or more specified, explicit and lawful purpose
- To use and disclose it only in ways which are compatible with those purposes
- It will be kept safe and secure
- It will be kept accurate, complete and up to date
- The data retained will be adequate, relevant and not excessive
- It will be retained for no longer than is necessary for the purpose or purposes for which it was collected
- The data subject will be provided with a copy of his/her personal data on request

## **What information we collect about you**

Personal data is any information that can be used to identify you. We will only collect the information we need, including that which will help us grow and develop the church or which you agree we can collect. This can include:

- your name
- contact details (email and postal address, telephone numbers)
- bank account and credit/debit card details for those who choose to give via direct debit/standing order
- photographs and videos
- your taxpayer status/ Revenue details (so that we can claim Gift Aid on any donations you may make) once this system is in place
- We may also collect Internet Protocol (IP) addresses (the location of the computer on the internet), details of pages visited on our websites and files downloaded

Data Protection law recognises certain categories of personal information as sensitive, and this includes information relating to health, race, ethnicity, religious or philosophical beliefs and political opinions. We do not collect this information unless there is a clear reason for doing so, such as involvement on a team or at an event where this information is needed to ensure safeguarding, to carry out appropriate checks on volunteers. When we collect such information, we will make it clear what we are collecting and why, as well as our legal basis for processing this information.

## **How do we collect information about you?**

Personal information is collected directly from you when you interact with Calvary Cork, for example giving a gift, sending or receiving an email, making an enquiry, visiting our websites, engaging with our social media, participating in an event or when signing up to one of our newsletters, both church or missionary.

We may also receive information about you indirectly, from sites such as MyDonate or the National Vetting Bureau. These independent third parties will only do so with your consent. When you provide your information to them you should check their privacy policy to understand fully how they will process your data.

We may also obtain information about you from publicly available sources, such as Twitter, Instagram, Facebook or LinkedIn for example to allow us to assess suitability for volunteering roles etc.

## **Websites Use**

We use Google Analytics to collect information about how our website is used. These help us to know the number of users that visit our websites, what pages they visit when they do so, and how they use our content online.

Like many organizations, we use cookies to help us make our website work better, and to track information about how people are using it. When you access our websites, some cookies are saved to your computer, for example if you have chosen a particular regional setting. You can also turn off your cookies so that we can't access that information.

## Under 16

The names and ages of children and their parent or guardian's initials of those availing the Youth Services of Calvary Cork are collected and stored in a register. This is done to help us better safeguard the well-being of the children availing the service, direct them to age appropriate groups, and ensure that the child is only released to the appropriate parent or guardian upon completion of the service. The data collected from this process is to maintain accurate records for child safety protocols.

## **How we use your information**

The information we gather helps us communicate with you in ways that you want, to process your tithes/gifts efficiently and to send you updates and information about our work. The personal data that you provide is used in the following ways:

- for administration purposes
  - to process any donation(s) or other payments we may receive from you, and take any follow up administrative action, such as sending a receipt and processing Gift Aid)
  - to contact you about a donation you have made or event you have expressed an interest in or registered for
  - to process an event and/or team booking
  - to record the contact that we have with you
  - to invite you to participate in Vox pops or videos
  - to process the vetting of volunteers for child protection & vulnerable persons protection
  - for internal record keeping, such as the management of feedback or complaints & incident reports
  - to notify you about changes to how we operate
  - to analyze and improve how we operate
  - to analyze the use of our websites and ensure its content is presented in the most effective manner for you and your device (see also our cookies policy)
  - to track emails and record what emails have been opened and read, deleted and interacted with (such as clicking on links in the emails)
- to share information about our work
  - to provide you with information that you have requested about our work or our activities
  - to provide you with information about other supported work, events or programmes we offer that are similar to those you have already enquired about
  - to provide you with information about Calvary Cork and how you can support our work as a charity (where you have consented to receiving this information)
  - to further our legitimate charitable aims such as sending/informing you information about how donations are being used/sending you an annual report or online streaming of our AGM.

## **Opt out Policy**

You can choose at any time which marketing and other materials you want to receive from Calvary Cork. You can also let us know at any time if you'd like us to change the way we share this information with you or if you want to stop receiving it altogether, by contacting us via email, phone or post as indicated above. If you receive our e-zine or other electronic communication, you can also unsubscribe through the link in the email we send.

## **Legal basis for processing**

While our members will have to opt in or out of this policy and we will keep a record of this, we will rely on **legitimate interest** to communicate with affiliates whom we have interacted with over the previous 3-year period. Legitimate interest considers the interests of Calvary Cork as a charity alongside your reasonable expectations on the use of your data. If you have provided us with your postal/telephone/social media contact details but haven't specifically opted-in to receive our communications, then we will carry out an assessment of whether it would be fair and reasonable to use your details for communications.

You can let us know at any time if you would prefer not to receive these communications.

While on our campus, your likeness may be recorded or photographed. These images may be used .

When you sign up to a newsletter/Facebook group or opt-in to our communications using our forms (e.g. a donation form or online form) or in person, then you are giving us your **consent** to send you information by the methods you have chosen (e.g. email or phone call). We will never send you marketing by email or SMS without your consent, and you can change or withdraw your consent at any time.

We will ensure we have a **legal** basis to use your personal information for all purposes mentioned in this policy. This will usually be either consent or legitimate interest as detailed above, but may also include legal obligation for any legally required activities, such as Gift Aid or child protection services.

## **Keeping your information safe**

We take security of your information very seriously. We will ensure there are appropriate controls and procedures in place and will take all reasonable efforts to keep your details secure. For instance, information submitted online is encrypted and stored on secure computers. We have systems in place to help prevent the loss, misuse or alteration of personal data under our control. Only authorized personnel are able to access personal information, and this access is password protected and data encrypted (for electronic data) or secured via locked filing cabinets (for information in paper files in our office).

While we use our best efforts to secure all data, we cannot ensure or guarantee that loss, misuse or alteration of records will not occur while under our control. Therefore, you submit data at your own risk.

We will share and allow access to your personal information only to third parties who provide a service to us. These companies and individuals perform functions on our behalf such as the National Vetting Bureau. We carefully select these partners and will only share information with them if we are confident that they have necessary security measures in place.

Calvary Cork will never sell or share your personal information with other organizations to use for their own purposes, though we may have to disclose your details to police, regulatory bodies or others when we are required to by law. Additionally, if we run an event in collaboration with another named organization, your details may need to be shared with them and those who provide services to help us deliver the event.

## **Location of your data**

Although most of the information we hold is stored within Europe, some information may be transferred to countries outside the European Economic Area (EEA). This may occur if, for example, one of our supplier's servers on which personal information is stored in a country outside the EEA or if we use a cloud IT platform where data is dispersed between a number of different servers. It also occurs when staff access our cloud based supporter systems when they are outside of the EEA. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA.

No matter where your data is stored or accessed from, we will take all steps possible to ensure your privacy continues to be protected.

## **Keeping your information up to date**

We will keep your information accurate and up to date using publicly available sources where possible. However, we would appreciate it if you could inform us of any changes to your contact or other personal details, so we can keep our records accurate and have consent to use the updated details to continue to communicate with you.

We will keep your personal information for only as long as is necessary for the purposes for which it is processed. Some information has legal requirements for retention, for instance information associated with Gift Aid declarations which must be retained for 7 years. Should you ask us not to contact you, we will need to keep some limited basic information about you to enable us to comply with your request.

## **Your rights**

You have the right to request a copy of the personal information we hold for you. If you notice any discrepancies in the data we hold about you, please let us know so we can amend or update them.

Requests to access your information can be made via email, post or telephone call as indicated above. Calvary Cork will need to carry out some checks to ensure that information is only given to the individual that the information relates to. Calvary Cork will not charge for this, but may take up to one month to provide this information.

As detailed above, you also have the right to change, at any time, the consent that we have in terms of how and what we communicate with you.

## **Changes to this notice**

We keep this Privacy Notice under regular review and may change it from time to time. If we make any significant changes in the way we treat your personal information, we will make this clear on our website and/or by contacting you directly.

This notice replaces all previous versions and is correct as of 14/12/18.

If you have any questions, comments or suggestions about this notice, please contact us as shown above.