

# Horsham Churches Together Privacy Statement

If you have any questions or concerns to contact us at [admin@horshamct.org.uk](mailto:admin@horshamct.org.uk). We will aim to respond to queries as soon as possible, and within 7 working days

## 1. Who we are?

[www.horshamct.org.uk](http://www.horshamct.org.uk) is the website of the Horsham Churches Together. This means that HTC are the “Data Controllers” of this website. References to “we”, “us”, “you” or “our” in this privacy statement are references to Horsham Churches Together.

HTC is a membership and networking community of Churches and congregations in Horsham and the surrounding villages.

We regularly communicate by email and through social media with Church leaders and members of the HCT Forum and Executive, plus other interested parties in local and national charities and other organisations.

## 3. What personal data we collect

In order to operate our services and this website, we collect limited personal data of people who register to receive our communications. In all instances, we endeavour to collect the minimal amount of information necessary to achieve our purposes. We use the lawful basis of consent, legitimate interests and compliance with a legal obligation for processing personal data.

This information will include your full name, email address and the Church or organisation to which you are affiliated. You are responsible for making sure you give us accurate and up to date information.

## 4. How we use your personal data

We use your personal information to manage our communications with you and to respond to requests for any kind of service you or others may request from us. Our communications database is stored on and accessed through our third party provider, Mailchimp.

## 5. Sharing your data with others

We will never share your information with third parties for any purpose without asking for specific, unambiguous consent.

From time-to-time, we may collect personal data to create a record of attendees at a meeting or to record the participation of stewards at an event. This may include the provision of personal data relating to a relative or friend who might be contacted in the event of an emergency. We will retain a record of attendees and volunteers at events by name and Church only. Details of emergency contacts or additional information will not be retained beyond the point at which it is no longer required, usually the conclusion of the event.

## 6. Regular communications

Our contacts will normally receive our weekly 'Notices', comprising information relating to news, events, and employment or volunteering opportunities in the Church and charity sector in the Horsham area.

You have the right to withdraw your consent from receiving our communications at any time. Our regular emails will offer the opportunity to 'unsubscribe' at any point. The act of 'unsubscribing' will remove you from our database and you will no longer receive any of our regular communications.

## **7. Your Data Subject Rights**

As a data subject are enabled to exercise your rights. Under data protection law, you have specific rights including

### **7.1 To update your data**

If you wish to access or rectify personal data that has been collected or if you wish to receive any personal data we hold on you, please contact [admin@horshamct.org.uk](mailto:admin@horshamct.org.uk) and we will aim to respond to your request as soon as possible, and within seven working days.

### **7.2 To delete your data**

If you wish to have your data removed entirely from our records, please contact [admin@horshamct.org.uk](mailto:admin@horshamct.org.uk). Please note that for legal reasons we are required to keep

- financial/transactional records for a minimum period of six years from the end of the financial year in which the transaction was made;
- records of volunteers at events which include the attendance of children, young or vulnerable people.

## **8. How long we retain your data**

We retain your personal data for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation, typically 6 years). In addition, personal data may be securely archived with restricted access (and other appropriate safeguards) where there is a need to continue to retain it.

We will ask you on a regular basis to update your membership details with HCT. Financial records, including those of event payments and refunds, will be retained for a minimum period of six years from the end of the financial year in which the booking was made in order to comply with statutory obligations.

## **9. Use of Third Parties**

We maintain our contacts database using proprietary third party services of Mailchimp. This is to provide full security for your data and to fulfil our responsibilities with regard to GDPR and associated legislation. Please be aware that we have no control over third-party websites or their use of cookies.