



# The Greenhouse Church

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# The Greenhouse Church

## Data Privacy Statement

The Greenhouse Church Charitable Incorporated Organisation (GC CIO) understands its responsibilities for data protection, that your privacy is important to you and that you care about how your personal data is used.

We respect and value the privacy of everyone who provides personal information to us whether verbally, by phone, email, written request or by visit to our website and will only collect and use personal data in ways that are described here, and in a manner that is consistent with our obligations and your rights under the General Data Protection Regulation 2016 (GDPR).

This privacy notice explains how we use any personal information we collect about you.

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## Who we are

The GC CIO is the Data Controller. We are a company registered in England Number CE031008 and a registered Charity No 1201399.

The address is: High Chimneys North Wing, Davis Street, Hurst, Reading. RG10 0TH

Phone: 07958311961

Email: [info@thegreenhousehurst.co.uk](mailto:info@thegreenhousehurst.co.uk)

Website:  
[www.thegreenhousehurst.co.uk](http://www.thegreenhousehurst.co.uk)

## How will we use the information about you?

We may collect information about you (known as 'retained data') to:

- maintain membership records
- take your bookings for events
- if you specifically agree, send you newsletters and invitations to our events
- to analyse use of our website using Google Analytics.

We do not retain any sensitive information nor record any information other than in cases of safeguarding issues when information is recorded in our Safeguarding Register or in respect of a serious reportable incident to the Charity Commission.

## What information do we hold about you?

We collect information about you when you act as a donor (unless anonymously), and when you opt to be informed about us and our events, and when you register a child (for which you are its parent/guardian) with us.

We also collect information when you voluntarily complete bookings, orders or customer surveys, and provide feedback to us. Website usage information is collected using cookies and Google Analytics.

All retained data is proportionate and necessary to enable GC CIO to meet its aims and objects and consists of:

- a. Data used for provision of mailings of news and invitations, including some or all of the following: name, address, phone number, email address, gender and age range
- b. Data necessary for the implementation of our safeguarding policies and procedures, which may include: name, gender, age, phone number address of responsible parent/guardian,
- c. Data on members who volunteer to support through our programmes, including some or all of the following: name, address, phone



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number, email address, gender, age range, profession qualifications, life experiences and offers of help. We will also hold records of Disclosure and Barring Service (DBS) checks where these are required.

d. Data provided through our website for managing your account; taking bookings for events and monitoring usage, including some or all of the following: Name, address, phone number, email address, gender and age range. Web browser type and version; device used and operating system; IP address; a list of URLs starting with a referring site, your activity on our website, and the site you exit to.

## How is Information stored?

All electronically held personal data is processed and stored securely by encrypting your data in our website and /or other platforms, all having restricting access. It is retained for no longer than is necessary considering the reason for which it was first collected.

All GC CIO records are stored in a Google Share Site with restricted access, or on our finance system which is also secure and has restricted access.

We will not share your information with anyone outside GC CIO unless legally required to do so (eg HMRC for gift aid).

Physical copies of certain data (including data obtained on a recurring basis as required for safeguarding) is held securely at the address shown above.

## Marketing

From time to time we would like to send you information about the GC CIO and its activities, including newsletters and invitations to our events. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you and if you no longer wish to be contacted for

marketing purposes, please contact us at the address above.

For marketing, other regulations including Privacy and Electronic Communications Regulations 2003 also continue to apply, and we also seek to make sure we are compliant with these regulations in our limited marketing activities

## Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will store all the personal information you provide on our secure (password and firewall protected) servers. All electronic transactions you make to or receive from us will be encrypted using SSL technology.

Data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet. You are responsible for keeping your password and user details confidential. We will not ask you for your password (except when you log in to the website).

## Access to your information, use and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the address above.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

You have the right to:

- be 'forgotten'
- object to us using your personal data for particular purposes
- data portability (obtaining a copy of your personal data to re-use with another service or organisation)



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- not be subject to automated decision-making including profiling. This is not in any event an action that we undertake.

## Complaints

If you have any cause for complaint about our use of your personal data, please contact us using the details provided above and we will do our best to solve the problem for you in accordance with our procedures. If we are unable to help, you also have the right to complain to the UK's supervisory authority, the Information Commissioner's Office.

## Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

## Other websites

Our website may contain links to other websites. This privacy policy only applies to our website so when you link to other websites you should read their own privacy policies.

## Use of third party Suppliers

We may sometimes contract with third parties to provide services to you on our behalf. These may include payment processing, delivery of mailings, search engine facilities, advertising, and marketing. In some cases, the third parties may require access to some or all of your data.

Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our

obligations, and the obligations of the third party under the law. Examples of such suppliers would include a mailing company for printing and mailing letters, Mailchimp for newsletters and questionnaires and Google Analytics for web site usage.

## Changes to our privacy policy

We keep our privacy policy under regular review and we will record any updates.

## Photographs

We will always try to get written consent from anyone who could potentially appear in photos or videos. We will get the permission of all the people who will appear in a photograph, video or webcam image before we record the footage. That means children as well as adults.

We will make it clear:

- Why we are using that person's image
- Where we will be using it
- Who might want to look at the pictures

## Copyright

We will comply with copyright requirements. We hold a CCLI Licence covering all copyrighted music and lyrics, which is displayed each time the music is played, or the words read/sung.