

# Myrtle House Community Church

## Privacy & Cookies Policy

November 2022



**MYRTLE HOUSE**  
COMMUNITY CHURCH

This privacy policy sets out how Myrtle House Community Church complies with the General Data Protection Regulations.

### Who we are

Myrtle House Community Church is part of the Elim Fourspace Gospel Alliance (EFGA) which is a registered charity 251549 (England & Wales) and we take the privacy of our users seriously. Myrtle House is a data controller and this privacy policy covers our use of any personal information provided by you and how it is collected, stored, disclosed and safeguarded in the general administration and running of Myrtle House Community Church. All personal data, whether held on paper or electronically will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulation (GDPR) that came into UK law in May 2018.

### Lawful Bases of Processing

#### Consent

By continuing to use our website, you are consenting to our collection and use of your Information as described in this Privacy Policy. If you do not agree with any part of this policy, please do not provide any personal information and do not use our website. If we ever change our privacy policies and procedures, we will post those changes on our Website to make you aware.

In specific situations, we will collect and process your data with your consent. When collecting your personal data, we will always make clear to you which data is necessary in connection with a particular service.

#### Contractual

In certain circumstances, we need your personal data to comply with our contractual obligations.

#### Legal Obligation

If the law requires us to, we may need to collect and process your data.

#### Vital Interests

In certain circumstances we may need to process personal data to protect someone's life

#### How information is collected

Myrtle House Community Church collects data when you in contact with us. For example when you:

- Forms, whether filled out on paper or electronically.
- Make a donation using offering envelopes or online.
- You complete a Gift Aid form
- Signing up to events or activities
- Communicate with church staff through means such as email, social media, letter or telephone.
- You provide contact details either in writing or verbally to Church staff and volunteers.
- You complete a DBS check or volunteer form.
- Contract of employment.

### **What We Will Do With Your Information**

Information collected is used only for the purposes that is stated at time of collection or as stated in this policy, unless first seeking your consent, or required by law.

The information you provide to us will be held in secure onsite facilities and on computers in the UK and may be accessed by our staff only for purposes as set out in this policy.

All your information is kept strictly confidential and is never shared with anyone without your consent.

### **How Long Will We Keep Your Personal Data**

Whenever your personal data is collected or processed, we will only keep it for as long as is necessary for the purpose for which it was collected.

At the end of that period, your data will be deleted completely

### **Your Right to Request Access**

You have the right to request access to, and rectification or erasure of, your personal data. You can ask us at any time to change, amend or delete the information that we hold about you or ask us not to contact you. You can also ask us to restrict the information that we process about you.

## **Cookies**

### **What is a cookie?**

A cookie is a small text file that is downloaded onto 'terminal equipment' (eg a computer or smartphone) when the user accesses a website. It allows the website to recognise that user's device and store some information about the user's preferences or past actions.

### **How can I prevent Cookies from being used?**

When you first visit our website, unless you change your Cookies Settings, we will continue to set all Cookies on your device. You can find out how to do this for your particular browser by clicking "help" on your browser's menu or by

visiting <http://www.allaboutcookies.org/manage-cookies/index.html>.

## **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 one of the senior leadership team, who will do their best to try and resolve the issue.

If you have been through the internal complaints procedure and are still not happy with the result, then you have the right to complain to the Information Commissioner's Office. They can be contacted as follows:

Website: [www.ico.org.uk](http://www.ico.org.uk) Telephone: 03031231113

Address: Information Commissioners Office, Wycliffe House, Water Lane  
Wilmslow, Cheshire SK9 5AF

## **Social Media**

Myrtle House Community Church currently uses several different social media platforms including Facebook, Instagram, Twitter and WhatsApp, with social media button links from our website to these sites. Use of these links is at the users own risk.

We do not endorse any material posted on these social media websites unless officially posted by the church and we have no responsibility for the content or the tracking cookies they contain.

## **Downloads**

The download of any documents or podcasts from our website or one of our social media platforms is at the user's own risk.

## **CCTV**

We have CCTV on our premises for safety and security purposes. Imagery collected is stored on a secure server and is only available to be accessed by church staff.

You can request to view any CCTV imagery we have collected of yourself by submitting a request.

If the law requires us to, we may need to share your imagery with the authorities.

Imagery will be kept for no longer than is necessary.

## **Changes to this policy**

Myrtle House Community Church reserves the right update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

## **Contact Details**

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by e-mail at [info@myrtlehouse.org.uk](mailto:info@myrtlehouse.org.uk) or by mail using the details provided below:

Data Protection  
Myrtle House Community Church  
Myrtle House  
22 Myrtle Terrace  
Llanelli  
SA15 1LH

Tel: 01554 756051

## **Organisation Details**

Myrtle House Community Church is part of the Elim Pentecostal Churches (Elim Foursquare Gospel Alliance). Elim Foursquare Gospel Alliance is a registered charity 251549 (England & Wales) and SC037754 (Scotland).

Elim Registered Office  
Elim International Centre  
De Walden Road  
Malvern  
WR14 4DF