

Churches Together in Sudbury and District Privacy Policy

This policy sets out how Churches Together in Sudbury and District uses and stores any personal information given to us. Personal information will only be used in accordance with this policy and this policy will be reviewed by the Steering Group and Enabling Group at regular intervals.

Representatives and church leaders

Churches Together in Sudbury and District hold the details of all church leaders, nominated church representatives and forum representatives and these are kept on a list held by the secretary. This list contains:

- Your name, postal address, telephone number and email address only

The list is circulated to members of the steering group and church leaders and is available on request to members of the enabling group. The file is stored on a password protected computer and will not be passed to any other third party without consent. If individuals do not wish their details to appear on this list they may notify the secretary and their details will be withheld.

Newsletters

If you sign up for CTiSD weekly Church News, we may collect:

- Your name and email address only.

In addition to the weekly newsletter, we may also email you with new information from CTiSD if we feel this information may be of interest to you. You may unsubscribe from this information at any given time.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

Your rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights from the Information Commissioners Office (ICO) website - <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Complaints or queries

CTiSD makes every effort to meet the set standards of data protection when collecting and using personal information. This privacy notice was drafted to include a concise overview of how CTiSD collects and uses personal data. However, it does not provide exhaustive detail of all aspects of CTiSD collection and use of personal information.

If you want to make a complaint, have a query or would like to make suggestions on any aspects of this privacy notice, please contact us in the first instance and we will try our best to help at the earliest convenience at ruthkridge@gmail.com.

If you feel we are unable to help, please contact the ICO <https://ico.org.uk/for-the-public/raising-concerns/>

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

If you would like to enquire about any information we have about you, please contact us at ruthkridge@gmail.com in the first instance.

Changes to this privacy notice

We endeavour to keep our privacy notice under regular review. This privacy notice was last updated 11th May 2018.