

Privacy Policy

How Quennevais Evangelical Church Uses and Protects Your Information

The Leadership Team at Quennevais Evangelical Church (“QEC”) takes its responsibility to protect your privacy very seriously. At QEC, we are committed to safeguarding your information and ensuring your privacy is protected.

This Privacy Policy sets out how QEC will use and protect any personally identifiable information (“PII”) that you provide to QEC in any dealings you may have with us – either in person, by way of telephone conversation, or via our website at www.quennevaissec.com - or which may otherwise come into QEC’s possession.

Should we ask you to provide certain information by which you can be identified, you can be assured it will only be used in accordance with this privacy policy. PII obtained by QEC will not be processed to a degree greater than the original purpose for which it was obtained.

QEC may change this policy from time to time by updating the relevant page on its website. You should check this page from time to time to ensure you are happy with any changes. This policy is effective 22nd of May 2018.

1. From whom do we collect information?

We collect information from the people who:

- Visit our website
- Visit our Facebook page
- Email us
- Sign up for events run by QEC (including via our website and Facebook page)

- Register their children for our children's work
- Give either financially or in other ways to the work of QEC
- Volunteer in any of the ministries of QEC
- Become a member of QEC

2. What types of information do we collect, hold and share?

- Personal Information
 - e.g. name, home telephone number, mobile telephone number, social media handles, address, email, job, personal photo, group photo which would include your or your child's image
- Characteristics
 - E.g. gender, date of birth and/or age, food allergies, medical information as appropriate/necessary for children's work/family ministry events/pastoral oversight
- Preferences
 - Your general preferences and interests
- Giftings/Volunteering
 - Your spiritual and other gifts and your involvement in ministries of the church and volunteering in respect of church ministry rotas, events and ministries
- Giving Details
 - Bank account details, Gift Aid/charitable donation information (including your Tax Reference Number or other tax identification information) and instructions regarding your giving to QEC
- Other Information
 - IP Address, other information relevant to your online interests/preferences, login information, time zone, browser type/version with plugin types/versions, device information (operating system and platform)
 - Information about your visit to our website including your URL, date/time, pages visited/searched, site statistics,

interaction (scrolling, clicks, mouse-overs), exit methods, route to/away from our site or from search engine links to our site including search engine address and search term used

- Background checks
 - Information relating to DBS checks performed on you in relation to ministry at QEC (e.g. children's workers' DBS checks)

3. Why do we collect, store and process this information?

We may collect, store and process some or all of the above information for the following purposes:

- To be able to contact you
- To meet your requests for information from us
- To optimally tailor our engagement with you by providing information to you in respect of our services, events, meetings, and any other relevant information to you which QEC believes may be of interest to you and your family
- To keep members and regular attenders updated on matters pertaining to the life of the church
- To include contact information, date of birth and a photo in our church member directory.
- To improve our services and ministries as a church
- To manage our website ensuring it is safe and secure by continually seeking to improve it
- To effectively minister QEC members and to attenders of all ages, from the youngest child benefiting from our crèche, to the oldest attender of one of our services or meetings
- To efficiently and effectively respond in an emergency
- To inform and enhance our safeguarding activities in relation to children, young people and vulnerable adults

- To administer donations and, where instructed, to reclaim tax in respect of charitable donations
- To meet our contractual, legal, regulatory and ministry obligations, including pastoral oversight of QEC members and regular attenders, and church discipline of QEC members
- To ensure the terms of our church constitution and trust deed are complied with

Some PII may be collected about you from the forms and surveys you complete, from records of correspondence, meetings and phone calls, and details of your visits to our website, including but not limited to PII like Internet protocol IP addresses. QEC may, from time to time, use such information to identify its visitors, and may also collect statistics about the behaviour of visitors to its website.

QEC's website uses cookies, which is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Google analytics uses cookies to help QEC identify and track visitors and their website access preferences. QEC website visitors who do not wish to have cookies placed on their computers by the QEC website should set their browsers to refuse cookies before using the QEC website.

QEC will only collect the information needed from its website so it can provide you with information about church events, services, and other relevant information that QEC believes you would like to receive. QEC will not sell or otherwise broker your data without your consent.

Please be aware that our site may link to other websites that may be accessed by you through our website. We are not responsible for the data policies, content or security of these linked websites. We do not have any control over the use to which third parties may put your data where you choose to purchase products or services or otherwise to contact them via our website.

4. With Whom do we Share or to Whom do we Disclose Your PII?

Your PII will be treated as strictly confidential and will only be shared with other members or regular attenders of QEC in order to carry out a service or ministry of the church or for purposes connected with the church.

QEC may on occasions pass your PII to third parties exclusively to process work on its behalf. QEC requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice.

QEC does not broker or pass on information gained from engagement with you without your consent. However, QEC may disclose your PII to meet legal obligations, regulations or valid governmental request.

5. How do we Store your PII – Our Retention Policy

QEC will process PII for the duration of any contract or whilst you are a QEC member or regular attender and will continue to store your PII for five years after the contract has expired or you have ceased to be a member of QEC or regular attender at QEC. This is necessary to ensure compliance with legal obligations. After five years any PII not needed will be securely deleted.

All your PII is stored securely on local Jersey servers or where it is in non-digital form, in secure locked cabinets with restricted access only to those church officers or members who require access.

We will not transfer your PII outside of the EU/EEA.

6. Your Consent

By providing us with PII, and by using our website, you are agreeing to the terms of this privacy policy. You are furthermore consenting to QEC processing your PII in accordance with, and for the purposes outlined in this privacy policy.

You may withdraw consent at any time by emailing neil@quennevaissec.com, clearly stating that you wish to revoke your consent to your PII being held by QEC in accordance with the terms of this policy.

7. What are Your Rights?

You are the owner of your PII. Under GDPR legislation, you have the following specific and clear rights:

Right to Erasure

Every individual has the right, under certain circumstances, the right to be forgotten upon request. The data controller (QEC) must remove your PII from its systems and request the same of any third-party systems of that controller.

Right to Access

Every individual has the right to access the PII held about them upon request.

Right to Portability

Every individual has the right to request their PII and use it for other parties they wish to engage with.

Right to be Informed

Every individual has the right to be informed about how their PII is being used, which may be provided upon request of the individual, or before the controller changes any use of that data, giving the individual the right to consent or object.

Right to Objection

Every individual has the right to object to the use of their PII for any purpose proposed by a controller – for example for the purposes of direct marketing, which QEC would not undertake.

Right to Rectification

Every individual has the right to have errors in their PII to be corrected.

Right to Restrict

Every individual has the right to restrict the uses of their PII for any specific type of processing.

Rights on automated decisions & profiling

Every individual has the right to restrict or object to automated decision making processes or profiling based on their PII.

8. What are Your Rights relating to Subject Access Requests?

In accordance with the GDPR you may:

- Request us to send you details about any PII that we may hold about you, or
- Request that we correct any errors, or
- Request us to delete any/all PII about you.

Furthermore, in accordance with the GDPR, any subject access request is provided free of charge within 30 days, unless a particular request is subject to other regulatory requirements as defined within the GDPR, in which case we will inform you as required by the specific regulations.

Please note identification will be required before processing a subject access request. QEC will accept the following forms of ID when information on your personal data is requested: a copy of your national ID card, driving license, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If QEC is dissatisfied with the quality of the ID, further information may be sought before PII can be released.

For any questions relating to your PII or this privacy policy, or to submit a subject access request, please contact Neil Deacon at neil@quennevaissec.com.

9. How can you complain?

In the event that you wish to make a complaint about how your PII data is being treated by QEC, you have the right to complain to the Pastor of QEC. If you do not get a response within 30 days you can complain to the Data Protection Regulator. The details for each of these contacts are shown overleaf:

The Pastor, Quennevais Evangelical Church
The Manse
Quennevais Evangelical Church
Clos de Carrel,
Quennevais,
St. Brelade,
Jersey
JE3 8LJ

Data Protection Regulator
Office of the Information Commissioner – Jersey
Brunel House, Old Street,
St. Helier Jersey
JE2 3RG

Telephone 01534 716530
Email: enquiries@dataci.org