

At Bishop's Stortford Christian Assembly (BSCA) we are committed to protection your privacy and promise to respect your personal information and do all that we can to keep it safe.

When we might collect information

- When you sign up for a group, event or activity
- When you become a member
- When you make a donation
- When you request a visit/contact by a member of leadership team

What information we might collect

- Your contact details, including postal address, email, telephone numbers.
- Your date of birth
- Your gender
- Your marital status
- Financial details, if you give to or receive funds from the church
- Gift Aid status
- Any other sensitive information that you have specifically given us

If you are under 18 years of age, and attending an event we may collect:

- Your contact details, including postal address, email, telephone numbers.
- The relationship to you of your parent (or other person having parental responsibility for you)
- The name, address, telephone numbers, email address and relationship to you of a second adult
- Your date of birth
- Your gender
- Medical information about you (for cases when we are responsible for you and we need to know in order to look after you).

We do not collect this information automatically. It is only collected if you choose to provide it to us; and only held for the purposes outlined at that time. We do not search for publicly available information about you. We do not share or sell your information with others (3rd parties) without permission unless legally required to do so. No electronic, automatic data matching or screening takes places by BSCA. All data is held, as securely as possible, within the EEA.

How we use this information

- To run church activities and events that you are or would like to be involved in
- To communicate with you about things which you might benefit from or be interested in
- To keep you up to date with news about the church
- To ensure we comply with our safeguarding policy
- To ensure that the data we hold remains relevant and up to date
- To ensure we comply with legal obligations
- To administer any donation, including processing Gift Aid
- To contact you in any way appropriate in case of emergencies/special urgency.

Our website, like most, uses cookies to help make the site, and the way in which you use it, better. Data from these cookies are analyzed by Google Analytics to give simple site stats each month. This data is not used for any other purpose than to understand how many visits and which pages are visited. Cookies can be deleted by the user (please refer to your file management software) or restricted/blocked at source using your browser settings.

How we store the information

- The security of the information is important to us. We ensure there are appropriate controls in place to protect your personal data.
- We will only keep the data we hold in our system for as long as it is necessary to carry out the activity relevant to your interaction with us.
- Any record of donations is kept for no more than seven years.
- If you ask us to cease communication with you, we will keep a record of your contact details and appropriate information to enable us to comply with your request.

As part of the Data Protection Regulations you have the following rights:

- The right to confirm what information about you BSCA holds
- The right to access information about you held by BSCA
- The right to correct inaccurate or incomplete information about you held by BSCA
- The right to have information about you held by BSCA deleted or removed
- The right to restrict processing of information about you held by BSCA
- The right to 'port' data to another organization, should you wish
- The right to object to the processing of the data based on the grounds of BSCA's legitimate interests
- The right not to have BSCA use automatic decision making and profiling of data.

To exercise any of these rights, please contact the Church Office, in writing, to BSCA, Hockerill Christian Centre, 9-11 Dunmow Road, Bishop's Stortford, Herts, CM23 5HE. We do not accept this request by phone or email, so that we can ensure that we only provide personal information to the right person.