



St. John's
& St. Matthew's, Sth Hornchurch

Privacy Policy

Using your personal information

Here at St John's we take your privacy seriously and we will only use your personal information to carry out the duties and functions of the church and to provide the services you have requested from us, in accordance with GDPR. We will not share your data with anyone outside of the church without permission unless legally required to do so.

Small Group sign-up

We run some geographically-based small groups as well as a range of age-specific small groups and events. If you provide us with your home address and date of birth, we will use this information to tell you about those small groups and events that might be of interest to you.

Social Media

Our teams and small groups may use Facebook, WhatsApp and other social media to keep in touch. You have the choice as to whether you wish to join these groups and if you do choose to sign up your information will be held by the social media provider in question, and you should refer to their Privacy Policies as necessary.

The weekly e-newsletter

If you have requested it, you will receive our weekly newsletter.

Legitimate Interest

The following activities are considered to be within our legitimate interest to perform in the running of St John's church.

Your personal information may be shared with the staff team and lay leaders to enable you to be contacted regarding church activities and events eg; small groups, teams and other church gatherings in which you have shown an interest.

We may use information, eg contact phone numbers, medical or special needs details, for the safety of children in our care.

Children

UK GDPR legislation requires that we have parent/guardian consent to use data we hold on children under 13. Once a child reaches 13, we will ask for the child's own consent.

Giving Information

Financial information relating to Giving and Gift Aid may be shared with HMRC in order to reclaim tax and may be stored for 6 years in accordance with their requirements. We are legally required to keep this data.

When credit/debit card details are given in order to make a payment they are destroyed as soon as the payment is processed. Our payment processors iZettle (one off payments) have their own privacy policies available on their web sites.

References

If you provide us with personal information in relation to us obtaining a reference either from you or about you then, as you might expect, we may use this information to contact you regarding this. If you provide us with a reference about someone, we may hold this information whilst we process their application and whilst they are working for us. We will however delete all such information if the applicant is not offered a position or after they have ceased working for St John's.

Right to not being contacted

You have a right at any time to stop us from contacting you. If you no longer wish us to hold your personal data, then please contact us using the details below. We will then delete all the data that we hold about you except for that which we are legally required to hold.

Right to complain

You have the right to complain to the ICO if you think there is a problem with the way we deal with your personal data. www.ico.org.uk.

Access to your information 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 using the contact information below. We will make no charge for any initial request but may make a reasonable charge for additional requests within a 24 month period.

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.

Other websites:

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

Changes to our privacy policy:

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on Friday 25 May 2018.

How to contact us:

Email: Office@sjandsm.org Tel: 01708 555260

Address: St Johns & St Matthews Church, South End Road, Rainham RM13 7XT