

PRIVACY POLICY – MELTON VINEYARD

Privacy statement

Any information you provide is held in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR). We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely.

We value and respect everyone who connects with us. Our aim is to be as clear as possible about how and why we use information you give us. Compliance with the GDPR underlies all of our personal information privacy practices. We also have a Data Protection Policy, which governs how we use the information that we collect about you.

What is the basis on which we collect information?

In line with the GDPR definitions:

- We collect members' information 'for the purposes of the legitimate interests pursued by' Melton Vineyard, i.e. so that we can provide all church members with appropriate support. For instance, giving us your details means you are able to access up-to-date information about church events, check details of any rotas you're on, easily communicate with members of your Small Group, listen again to Sunday talks and get in touch with others in the church. We also collect basic medical information (e.g. allergies, etc.) for children and youth so that we can ensure their health and safety when participating in Young Vineyard groups.
- We collect employees' information because we have a legal obligation to do so, e.g. in order to disclose salary details to HMRC.
- In connection with any application to work for us, we will collect, store and use relevant personal information in order to manage the recruitment process. We will retain personal information for a period of up to 6 months after we have communicated a decision about whether or not to appoint. We retain personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy applicants' personal information in accordance with applicable laws and regulations.
- Where necessary and appropriate for safeguarding purposes, we also collect and process Criminal Offence data under Articles 6 and 10 of the GDPR.
- In order to send out a weekly newsletter, we seek the explicit consent of all subscribers.

How do we collect information?

We collect data in a variety of ways, primarily via:

- our Connect form (online and on paper)
- group signup forms
- the child check-in system at our Sunday services
- giving forms
- when people make online donations

What information do we collect?

Our Connect form collects information such as name, address, mobile, email and landline. Other online forms may also give the opportunity for members or friends to supply additional information, such as date of birth, sex, photograph, etc. and, where relevant, we may also collect health information for children, to ensure that they are appropriately cared for in their groups. Giving forms also collect bank account and/or credit card information, in order to process donations and gifts.

Melton Vineyard does not receive or hold any credit or debit card details for donations/payments made via our website. All credit and debit card payments are handled

by Stripe, which is a third-party service; data shared with them is governed by their [Privacy Policy](#). Direct debits are handled by GoCardless, also a third-party service; data shared with GoCardless is governed by their [Privacy Policy](#). Secure Server Software (SSL) is used to encrypt all credit/debit card and direct debit information sent from our website.

We gather additional information every time you are in contact with us. For example, when you email us, join a Small Group, serve on a rota, make a donation or book a resource.

Why do we collect information about you?

We collect information about you for the following reasons:

- To provide you with information about church activities including membership-related mailings, events and resources.
- To process donations you give us and to ensure they are recorded correctly.
- To keep records of your relationship with us. For example, what events and groups you have attended, what enquiries or requests you have made, what areas of church life you are involved in or what resources you have booked.
- To tailor the information we send to ensure we only send information that is appropriate to you.
- For safeguarding purposes, i.e. for DBS checks, where necessary, and for pastoral care of all members, especially children and vulnerable adults.

Melton Vineyard newsletter

Melton Vineyard will hold your name and email address on our MailChimp database and use this information to send you a weekly email newsletter. Each time you receive an email you will be given the option to update your preferences and subscribe or unsubscribe (read MailChimp's [Privacy Policy](#)).

Keeping us up to date with your details and communication preferences

The best way to keep your personal information up-to-date is to login to My Melton Vineyard and make changes as necessary. This can be done at any time. If you have any difficulties with this or would prefer us to make the updates, please tell the church office as soon as any of your contact details change so that we can keep our records up to date.

Who sees your information?

Your full personal data is visible only to Melton Vineyard staff and volunteers, with appropriate access permissions. Other church members can see only the information you want them to see, and only when they are logged in to our secure site, My Melton Vineyard. You can change your personal privacy settings at any time and choose to display more or less information.

Where necessary and appropriate, some personal data may be shared with the following companies or organisations:

- Stripe and GoCardless: for the purposes of receiving online donations and payments.
- CAFBank: for the purposes of receiving direct debits and standing orders.
- Connect Supply: for the purposes of preparing church accounts.
- Stewardship: for the purposes of auditing church accounts.
- ChurchSuite: for the purposes of storing church data securely.
- Thirtyone:eight: for the purposes of carrying out safeguarding (DBS) checks

All of the above third-party providers are also aware of and compliant with data protection law. With the above exceptions, we do not pass any of your personal information to any other organisations and/or individuals without your express consent.

How do we ensure your information is accurate, up-to-date and secure?

Once you've given us your information and we've added it to our church records, you are

able to view and update it by logging to My Melton Vineyard. Remember: by default, other members can see only your name, email and mobile number. Other details are visible only to you and to authorised church staff. If you wish, you can also add additional information, such as your date of birth, a photograph, etc.

Whenever any of your personal details change (for instance, if you get a new mobile phone or email address), you can quickly update your details on My Melton Vineyard. Or you can inform the church office of any changes and ask us to update them for you.

We review all the personal information that we hold on an annual basis. Out-of-date information will be archived or deleted, as appropriate. We will not hold your information for any longer than is necessary and if you decide you no longer wish to be a member or friend of Melton Vineyard, you can ask us to delete your information at any time.

All paper information is stored securely in a lockable filing cabinet and the church office is always locked when unoccupied. All digital information is encrypted and protected by strong passwords on secure sites. Financial records are stored securely at the Hope Centre.

What about children's information?

We follow the same policies and procedures when it comes to children's information. We provide a child-friendly privacy statement to help children understand why we are collecting their information.

What rights do you have over your information?

- You have the right to be informed: i.e., what information do we collect and why do we collect it?
- You have the right to access: i.e., to request a copy of the data we hold and you may also request additional information about how we store data.
- You have the right to rectification: please notify the church office of any inaccurate information. If appropriate, this will be rectified as soon as is reasonably possible to do so
- You have the right to be forgotten: in certain circumstances, you can ask for your records to be deleted. However, please note that, if you do this, we can no longer offer the support or information relevant to church members.
- You have the right to restrict processing: e.g. you can change your communication preferences or ask to be removed from the mailing list.
- You have the right to data portability: this means you can request a copy of your data in a format that enables you to supply it to another organisation.
- You have the right to object to data being processed for research, statistical analysis, legitimate interests or direct marketing.

What other safeguards do we have in place to prevent data breaches?

All Melton Vineyard staff and volunteers who process personal data are required to read and abide by the Data Protection Policy. They must also receive regular (at least once a year) training. If a data breach is detected, it must be reported to the Chair of Trustees as soon as possible (jillyan@meltonvineyard.org.uk). If the Chair of Trustees is not available, the breach must be reported to another trustee.

Photographs and videos

Permission must always be sought before taking any photographs or videos at our events. If official photos or videos are being taken, you will be informed and will have the right not to be included in them, if you so wish. No photographs or videos of children may be taken without explicit, written parental permission. Photographs and videos are stored on a secure cloud server (currently Dropbox) that is password protected.

Website

Our website uses marketing and tracking technologies. Opting out of this will opt you out of all cookies, except for those needed to run the website. Note that some products may not work as well without tracking cookies.