



Website Privacy Policy

We are the **Heart of England Baptist Association** (“HEBA”, “we”, “us”), a charity registered in England and Wales under charity number 1080529. Our contact details are:

Registered Office 480 Chester Road, Sutton Coldfield, West Midlands B73 5BP

Email: mailbox@baptist-heartofengland.org

Telephone: 07305 051770

This privacy policy describes what information (your ‘personal data’) we collect about you through the use of our website <http://www.baptist-heartofengland.org/> the purposes for which we collect it and how we will handle and use it.

For the purposes of data protection law, we are considered as the ‘controller’ of the personal data we collect and hold about you and we are therefore responsible for it.

The Association Administrator, Karen Martindale, is responsible for matters relating to the protection of personal data. She can be contacted at the Registered Office – email km@baptist-heartofengland.org or phone 017305 051770.

We are registered with the Information Commissioner’s Office (“ICO”) with registration number Z5522890.

1. INFORMATION ABOUT YOU

We may collect the following information about you through our website in the following ways:

1.1 Information which you give us

We collect information about you when you fill in the ‘Application for Places at HEBA Safeguarding Training Event’ or ‘Contact Us’ forms on our website and when you communicate with us. This includes (but is not limited to) the information you provide us with when you ask to receive our Heartbeat emails, contact us about our upcoming events or ask to be put in touch with a member of staff. This can include your full name, address, email address, telephone number and the church where you are a member.

1.2 Information we collect about you

Our site does not collect your personal data when you visit our website. However, the site contains a tool which will identify IP addresses that have been used to launch attacks on websites and block them from the site. We will not save your IP address.

2. WHY WE COLLECT THIS INFORMATION

In this section we list the different purposes for which we collect and use your personal information, as well as the legal grounds under the Data Protection Act 1998 and (from 25 May 2018) the UK General Data Protection Regulation on which we rely to justify such data processing.

Purpose	Legal grounds
'Booking form' to enable us to respond to your request to attend HEBA Safeguarding Training Event	The information is necessary for our legitimate interest in responding to your request
Responding to your queries made through our 'Contact us' form	The information is necessary for our legitimate interest in responding to your query

3. DISCLOSURE OF YOUR INFORMATION

At times we may share your information with others. The following is a list of who we will or might share our information with:

- Our employees, contractors and volunteers on a need-to-know basis;
- Website developers and administrators. Our current website developers/administrator is Mr Cristian Mezei
- Payment service providers;
- Accountants and financial advisors;
- Legal advisors;
- Service providers who assist us with protecting ourselves from fraud and money-laundering;
- Law enforcement authorities;
- Organisations which we may have a legal obligation to disclose information to;

4. WHERE WE KEEP YOUR PERSONAL DATA

All your personal information covered by this policy will be stored in the UK. We will not transfer your information outside the European Economic Area unless we are permitted to do so by law and we will inform you about such transfer before it is done.

5. RETENTION OF DATA

We will keep the personal information covered by this policy for the periods of time specified in our Data Retention Policy and at the end of the applicable retention periods we will safely and securely delete it.

6. YOUR RIGHTS IN RELATION TO YOUR DATA

You have a number of rights under data protection law. These include:

- The right to access your personal data and to obtain certain information about it;
- The right to rectify the data if it is inaccurate;
- In some circumstances, such as when the data is no longer required or if the use of the data has no legal justification, the right to have that data erased;
- In limited circumstances, the right to object to our handling of the data;
- In limited circumstances, the right to restrict the handling of your data;
- The right to obtain a copy of your data in a commonly used electronic form if the data is processed by automated means and the processing is based on your consent or contractual necessity.

More details about how these rights apply can be found in our Data Protection Policy which can be accessed here <https://www.baptist-heartofengland.org/privacy-policy/>

You also have the right to withdraw your consent at any time when we rely on consent as a legal ground to justify our handling of your personal data. This would not affect the lawfulness of anything done before consent is withdrawn but it would stop us from continuing to use the relevant information and may therefore prevent us from providing you with a satisfactory service.

You can exercise your rights or obtain more information about them by contacting the Association Administrator by ringing 0121 472 4986 or emailing karen@baptist-heartofengland.org.

Complaints to the Information Commissioner

You have a right to complain to the Information Commissioner's Officer (ICO) about the way in which we collect and handle your personal data. Complaints to the ICO can be made on the ICO's website <https://ico.org.uk/>.

7. THIRD PARTY WEBSITES

Our website may refer or contain links to other websites. Please note that this privacy policy does not apply to information collected through these websites. These third-party websites should have their own privacy policies which describe how they might collect your data and use it.

We are not responsible for these third-party websites or the information which they might collect and, therefore, you are encouraged to view their policies before browsing through third party websites or providing them with information.

8. COOKIES

Like most other websites, our website uses cookies.

Cookies are small files which websites store on your computer and which contain various types of information about your visit to a website. They are not viruses or malicious software but they are generally aimed at providing you with a good experience when browsing a site. by, for example, remembering your preferences so that you do not need to reset them every time you visit the website.

Although cookies do not normally contain information about you personally they can record information about how you browse the internet. They can therefore be used by websites to advertise goods and services which, based on your browsing history, are similar to goods and services which you have previously searched online. This is why some users reject or delete cookies.

Cookies normally expire after a length of time which can vary from a few minutes to more than a year. Some cookies are 'session cookies' which are deleted when you close your internet browser or after a period of inactivity. Others are 'persistent cookies' which remain on your computer until their expiration date.

We use one Cookie – 'Cookie notice accepted' on our site'. This Cookie does not save any of your personal data.

We do not store cookies on your computer without your consent, unless they have the sole purpose of carrying out the transmission of communications or they are strictly necessary for providing an online service.

You may restrict or block cookies which are set by any website through your browser settings. Your browser settings also allow you to clear your browsing history and delete cookies. Information about how you can do this can be found on this link <https://ico.org.uk/for-the-public/online/cookies>. Mobile devices may have their own settings and you need to refer to the manual of the device.

Please note that restricting or disabling cookies may impact the functioning of parts of our website.

9. CHANGES TO THIS POLICY

We may change this privacy policy in which case we will upload the updated policy on the website.

It is advisable to refer to the privacy policy regularly, particularly before sharing information about yourself which you consider to be sensitive.

10. CONTACT

Should you have any questions, concerns or requests please contact the Association Administrator email km@baptist-heartofengland.org or phone 017305 051770.

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