

Privacy Policy

Bethany Hall, Prestwick, is committed to protecting and respecting your privacy. For the purposes of the General Data Protection Regulations (GDPR) and any subsequent UK legislation covering data protection the Data Controller is Bethany Hall, Prestwick.

This Policy sets out why we collect personal information about individuals and how we use that information. It explains the legal basis for this and the rights you have over the way your information is used.

This Policy covers Bethany Hall, Prestwick in relation to the collection and use of the information you give us. We may change this Policy from time to time. If we make any significant changes, we will advertise this on the website or contact you directly with the information. Please check this page occasionally to make sure you are happy with any changes.

If you have any questions about this Policy or concerning your personal information, please contact the Data Protection Coordinator by email to datacontroller@bethanyhallglenburn.co.uk

What type of personal information we collect

The type and amount of information we collect depends on why you are providing it.

The information we collect when you register for one of our activities is your name, address and phone number, child's name and date of birth.

How we collect information

We may collect information from you whenever you contact us or have any involvement with us for example when you:

- register a child for participation in our clubs or annual events
- register your name to be included in our assembly address/phone book

Where we collect information from

We collect information:

- (1) From you when you give it to us directly: You will provide details you register your child for one of our clubs or annual events or may provide your details when you contact us directly for any other reason.

We do not collect information:

- (1) That you have given other organisations permission to share.
- (2) When you use our website: When you use our website information about you is not recorded or stored.
- (3) When it is available on social media: Depending on your settings or the privacy policies applying for social media and messaging services you use, like Facebook, Instagram or Twitter. We will not access information from those accounts or services.

How we use your information

We will use your personal information in a number of ways which reflect the legal basis applying to processing of your data. These may include:

- Producing the Assembly Address Book
- Contacting you about your child
- Recognising your child's birthday as part of a club activity
- Considering your child's age as part of a club activity / prize giving
- Production of personalised club materials such as a memory verse book
- For distributing bibles requested on the website

Our legal basis for processing your information

The use of your information for the purposes set out above is lawful because one or more of the following applies:

- Where you have provided information to us for the purposes of requesting that we carry out a service for you, we will proceed on the basis that you have given consent to us using the information for that purpose, based on the way that you provided the information to us. You may withdraw consent at any time by email to datacontroller@bethanyhallglenburn.co.uk. This will not affect the lawfulness of processing of your information prior to your withdrawal of consent being received and actioned.
- It is necessary for us to hold and use your information so that we can carry out our obligations under a contract entered into with you or to take steps you ask us to prior to entering into a contract.
- It is necessary to comply with our legal obligations.
- Where the purpose of our processing is the provision of information or services to you, we may also rely on the fact that it is necessary for your legitimate interests that we provide the information or service requested, and given that you have made the request, would presume that there is no prejudice to you in our fulfilling your request.
- We may pass your data to a third party to enable us to fulfil an obligation to you. For instance, we may have to contact emergency services.

We use **legitimate interests** for:

- Collecting names, addresses and dates of birth of children who attend clubs and annual events and for emergency contact details of parents/guardians.

We use **opt-in consent** for assembly address book details & any non-essential club information.

We use **compliance with a legal obligation** as the basis for processing any legally required activities which would be included under the child protection framework or for the constitution and trustee minutes.

How we keep your information safe

We understand the importance of security of your personal information and take appropriate steps to safeguard it.

All our data is held on in a paper file in a secure cabinet on premises or on a single password protected laptop, which is not connected to the internet.

We always ensure only authorised persons have access to your information, which means that everyone who has access is appropriately trained to manage your information.

No data transmission over the internet can however be guaranteed to be 100% secure. So while we strive to safeguard your information, we cannot guarantee the security of any information you provide online and you do this at your own risk.

Who has access to your information?

- Club/Event organisers
- Third parties – only emergency services.

We may also disclose your personal information if we are required to do so under any legal obligation where doing so would not infringe your rights, but is necessary and in the public interest.

Other than this, we will not share your information with other organisations without your consent.

Keeping your information up to date

We really appreciate it if you let us know if your contact details change. You can do so by contacting us by post to by email to datacontroller@bethanyhallglenburn.co.uk

Our use of “cookies”

“Cookies” are small pieces of information sent by a web server to a web browser, which enable the server to collect information from the browser. They are stored on your hard drive to allow a website to recognise you when you visit. We do not use cookies or collect personal data on our website.

www.bethanyhallglenburn.co.uk

Children’s Information

Where appropriate we will ask for consent from a parent or guardian to collect information about children (under 16s).

How long we keep your information for

We will hold your personal information for as long as it is necessary for the relevant activity. By way of example, we hold toddler’s details until they are of school age and no longer attend the club. Please see our Records Retention Policy which is held on our website

Where we rely on your consent to contact you, we will treat your consent as lasting only for as long as it is reasonable to do so. This will usually be 3 years. We may periodically ask you to renew your consent.

If you ask us to stop contacting you, we will keep a record of your contact details and limited information needed to ensure we comply with your request.

Your rights

You have the right to request details of the processing activities that we carry out with your personal information through making a Subject Access Request. Such requests have to be made in writing. More details about how to make a request, and the procedure to be followed, can be found in our Data Protection Policy. To make a request contact us by email to datacontroller@bethanyhallglenburn.co.uk

You also have the following rights:

- the right to request rectification of information that is inaccurate or out of date;
- the right to erasure of your information (known as the “right to be forgotten”);
- the right to restrict the way in which we are dealing with and using your information; and
- the right to request that your information be provided to you in a format that is secure and suitable for re-use (known as the “right to portability”);
- rights in relation to automated decision making and profiling including profiling for marketing purposes.

All of these rights are subject to certain safeguards and limits or exemptions, further details of which can be found in our Data Protection Policy. To exercise any of these rights, you should contact the Data Protection Coordinator by email to datacontroller@bethanyhallglenburn.co.uk.

If you are not happy with the way in which we have processed or dealt with your information, you can complain to the Information Commissioner’s Office. Further details about how to complain can be found at <https://ico.org.uk/concerns/>.

Changes to this Privacy Policy

This Policy may be changed from time to time. If we make any significant changes, we will advertise this on our website or contact you directly with the information.

Do please check this Policy each time you consider giving your personal information to us.