



*Loving God, Loving Huddersfield*

## **Data Privacy Policy**

At Holy Trinity Huddersfield, we're committed to protecting and respecting your privacy. This Policy explains when and how we collect personal information about people who are involved in or contact Holy Trinity Huddersfield, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By providing us with information, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [office@holytrinityhuddersfield.com](mailto:office@holytrinityhuddersfield.com) or by writing to Holy Trinity Church, Trinity Street, Huddersfield, West Yorkshire. HD1 4DT. Alternatively, you can telephone 01484 513213.

### **What information do we collect about you?**

We collect information about you when you enquire about using any of our services, register on the Electoral roll, provide information for the Church contact directory, complete a Gift Aid form etc as part of us providing you with our service(s), or when you register an interest in supporting us. We will also collect information about you if you contact us to apply for a volunteer or paid role working for Holy Trinity Huddersfield. Website usage information is collected using cookies.

### **Your choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct communications from us about the work we do, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information or a subsequently issued consent form.

We will only contact you by email, phone, text message or post if you have given your prior consent. You can change your contact preferences at any time by contacting us by email: [office@holytrinityhuddersfield.com](mailto:office@holytrinityhuddersfield.com) or telephone 01484 513213.

### **How will we use the information about you?**

We use the information we collect from you to contact you to provide you with details of our services and various news updates. We will then use your information to provide you with any service(s) we have agreed with you. As a faith-based charity, we may also offer you our support through prayer. We may also contact you with information about other services Holy Trinity Huddersfield offers that may be suitable for you, or to invite you to take part in research and

feedback in relation to our services. We may also contact you to invite you to any events that we may run from time to time, if we consider that they might be of interest to you.

**Supporters** – we will use the information we collect from you, including your level of interest, support for us and location, to tell you more about our work. We may also thank you for your support, and invite you to continue to support us. We may also use your information to ask if you would be able to increase your support. We may also analyse the information we collect about you to aid our understanding of our supporters, understand the level of any potential donations, profile supporters into categories and help provide a personalised service to you. We will always do this in compliance with the rules in relation to direct marketing, including those set out by the Fundraising Regulator.

**Volunteer and Job applicants** – we will use the information we collect from you to process and consider your application for a role at Holy Trinity Huddersfield. Your information will only be shared with those who will be involved in the selection and recruitment process. We will only request a reference or a DBS disclosure with your prior consent.

**CCTV** – we may at some future point operate CCTV cameras in and around our building for the purpose of safeguarding the safety of our staff, visitors and property. We will use these images for the prevention, investigation and detection of crime and for the prosecution of any offenders.

**Market research and demographic data** – we may use your contact details to contact you to ask for your comments and opinions on how we might improve and develop our services. We may also use your information to study and better understand the composition of our supporter base.

### **Sharing your information**

We will not sell or rent your information to any third parties. We will not share your information with third parties for marketing purposes. We will not normally share any information we hold about you to others without your prior consent, unless one of the following exceptions apply. We may disclose information we hold about you:

- If it is necessary for law enforcement or similar purposes;
- As a necessary part of providing you with our service(s) or contacting you as a supporter
- As a necessary part of ensuring we comply with our legal obligations as a data controller - for example, by using a third party to migrate data or ensure it is accurate and up-to-date;
- We may collect information that you make available on, for example, Twitter, Facebook, LinkedIn or similar organisations. You may wish to check their privacy policy to find out more information on how they will process your data.

### **Retaining and deleting your information**

We will take all reasonable steps to ensure that the information we hold about you is kept secure. We will only hold your personal data for as long as it is required. Deleting your information may involve either the removal of the data or its anonymisation, meaning that it no longer continues to be personal data that will identify you. Please contact us via [office@holytrinityhuddersfield.com](mailto:office@holytrinityhuddersfield.com) or telephone 01484 513213 if you wish to request that your data be deleted.

## **Access to your information and correction**

You have the right to request details of the information we hold about you. To do this, you should write to the address below. It will help us to process your request if you can be specific about what information you require, otherwise we may need to contact you again to clarify this. We will respond to your request within 40 days of receiving both the written request. You have the right to request that we update or correct any information we hold about you. Please contact us using the details below to let us know what needs correcting.

Holy Trinity Church  
Trinity Street,  
Huddersfield,  
West Yorkshire  
HD1 4DT

[office@holytrinityhuddersfield.com](mailto:office@holytrinityhuddersfield.com)

Tel: 01484 513213

## **Website Cookies**

Our website may record some of your personal information, for example, by logging your IP address or the location of your computer or network. It may also record information about you that you enter into any online forms. Other data may be collected anonymously about your use of our site from cookies. Cookies are small text files that are placed on your computer by websites that you visit. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [allaboutcookies.org](http://allaboutcookies.org).

We may use cookies:

- To establish the needs of visitors and customise the content of our website;
- To process any forms, requests or applications you send;
- For internal administration and analysis.

## **Other websites**

Our website may contain links to other websites. This privacy policy only applies to the Holy Trinity Huddersfield website so if you link to other websites you should read their own privacy policies. In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

## **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this webpage. This privacy policy was last updated on 2<sup>nd</sup> April 2018.

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you.

**By email:** [office@holytrinityhuddersfield.com](mailto:office@holytrinityhuddersfield.com)

**By phone:** on 01484 513213

**By post:** Holy Trinity Church, Trinity Street, Huddersfield, West Yorkshire, HD1 4DT

For more information about your legal rights in relation to the information we hold about you, please visit the Information Commissioner's Office at [ico.org.uk](http://ico.org.uk).