

# **ST MARY MAGDALENE, BOLNEY PAROCHIAL CHURCH COUNCIL**

## **Data Protection and Privacy Statement**

Your privacy is important to us and we are committed to safeguarding the privacy of our website visitors at [www.stmarymagdalenebolney.org.uk](http://www.stmarymagdalenebolney.org.uk)

This statement sets out how we will treat your personal information.

By accessing this website, you are indicating your understanding of, and your agreement to this policy. If you do not agree, then you should not use this website.

### **Cookies**

This site uses cookies (small files stored on your computer's hard drive) to remember certain data that has been input by the user. These can be disabled on your web browser.

### **Personal Data Collection**

We may collect, store and use the following kinds of personal information -

- Information about your computer and any visits to and the use of this website (which may include IP address, geographical location, browser type, length of visit, number of page views and similar information)
- Information that you provide to us for the purpose of subscribing to any website or parish services, email notifications and/or newsletters
- Any other information that you choose to send to us

### **Using Personal Data**

Personal information submitted to us via this website will be used for the purposes specified in this privacy statement or in the relevant parts of the website.

We may use your personal data to -

- Administer this website
- Improve your browsing experience
- Enable your use of the services available on this website
- Provide you with any other services or notifications you have specifically requested
- Deal with enquiries and complaints made by or about you relating to this website

## **Personal Data Security**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

## **Disclosures**

We may disclose information about you to any of our staff insofar as is reasonably necessary for the purposes fulfilling any requests as set out in this privacy statement.

In addition, we may disclose your personal information -

- To the extent that we are required to do so by law
- In connection with any legal proceedings or prospective legal proceedings
- In order to establish, exercise or defend our legal rights

Except as provided in this privacy statement, we will not provide your information to third parties unless permission has been granted by the individual.

## **Access to user data**

You may instruct us to provide you with any personal information we hold about you.

Provision of such information will be subject to:

- The supply of appropriate evidence of your identity

We may withhold such personal information only to the extent permitted by law.

## **Contact Us**

For the purpose of the UK Data Protection Act 1998, the 'Data Controller' for the processing of any data collected by this website is the Bolney PCC Hon. Secretary.

If you have any questions about this privacy statement or our treatment of your personal information, please email us at [stmarymagdalenebolney@gmail.com](mailto:stmarymagdalenebolney@gmail.com)

## **Privacy Statement Updates**

We may update this privacy statement from time-to-time by posting a new version on this website.

You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy statement by email.

**Date adopted: June 2017 /Review annually: 2nd meeting after each APCM**