



Friends of St Mary's Church Chilham

Privacy Policy

Friends of St Mary's Church Chilham has charitable aims and objectives.

This privacy policy sets out how Friends of St Mary's Church Chilham uses and protects any information you provide when becoming a "Friend" or using our website.

Friends of St Mary's Church Chilham is committed to ensuring your privacy is protected. Should we ask you to provide certain information by which you may be identified you can be assured it will only be used in accordance with this privacy statement.

We may update this policy from time to time and you may request a copy at any time to ensure you are happy with any amendments. This policy is effective from 26 July 2018.

What we collect:

We may collect the following information:

- Name and title
- Contact information including email address
- Address and post code
- Telephone number – home and/or mobile
- **Technical information** – Technical information does not identify the individual, but we may collect data about your visits to and use of our website including your IP address, operating system and browser type for system administration. This is statistical data about browsing patterns and does not identify individuals. We use a range of cookies to improve your experience with our site. To comply with the e-Privacy Directive we need to seek your consent to set these cookies. Our website uses standard cookies. We use a third-party web design company to host and manage our website. We may use cookies to track your behaviour on our website such as pages clicked on and how you navigate around our site. They enable us to provide a better user experience for our web visitors and clients.

What we do with the information we gather:

- Internal record keeping and maintenance
- To contact you regarding news and events relating to "Friends of St Mary's Church Chilham"
- Dealing with enquiries and complaints
- Provision of membership services

Security:

We are committed to ensuring your information is secure. To prevent unauthorised access or disclosure, we have in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we hold.

We cannot guarantee the security of data sent over the internet. In the event of a data breach we have in place procedures to ensure the effects of such a breach are minimised and shall liaise with the ICO and you as appropriate.

International data transfers:

Your personal data will remain in the EU or countries considered by the EU to have equivalent policies such as Jersey, Guernsey, Switzerland, New Zealand and Canada.

Companies based in the USA that have certified with the EU-US Privacy Shield programme are also considered to be permitted destinations by the EU (this includes popular US products like Microsoft, Gmail, Drop Box and Mail Chimp).

If you use our services whilst you are outside the EU your information may be transferred outside the EU to provide you with those services.

Controlling your personal information:

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to us using your personal information for any purpose, you may change your mind at any time by writing to or emailing us at: enquiries@friendsofstmaryschilham.org
- We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so.
- You may request details of any personal information which we hold about you under the General Data Protection Regulation (GDPR). Please email: enquiries@friendsofstmaryschilham.org or write to Friends of St Mary's Church Chilham c/o Deepwell House, Chilham Castle Estate, Canterbury, CT4 8DB.
- If you believe any information held is incorrect or incomplete, please write or email us at the above addresses. We will promptly correct any information found to be incorrect.