

Patron The Revd Professor Diarmaid MacCulloch, Kt, DD



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www.fosgc.org info@fosgc.org  
Registered Charity No 1168770

# Privacy Policy

**The Friends of Saint Giles' Church, Cambridge, is committed to protecting and respecting your privacy.**

This Policy explains when and why we collect personal information about people who visit our website, join our mailing lists, become a member or donor, contact us, or attend our events. It explains how we use this personal information, the conditions under which we may disclose it to others, and how we keep it secure.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@fosgc.org](mailto:info@fosgc.org), or by writing to us at The Friends of Saint Giles' Church, St Giles' Church, Castle Street, Cambridge, CB3 0AQ.

## **Who are we?**

The Friends of Saint Giles' Church, Cambridge (FOSGC) is a registered charity, no. 1168770.

## **How do we collect information from you?**

We obtain information about you when you join our mailing lists, become a member or donor, contact us, or book a place at events.

## **What type of information is collected from you?**

The personal information we collect might include your name, address, email address, telephone number and IP address. If you are a donor we may also collect details of your bank account and taxpayer status.

## **How is your information used?**

We may use your information to:

- process a donation that you have made;
- process orders that you have submitted;
- to carry out our obligations arising from any contracts entered into by you and us;
- dealing with entries into a competition;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities, promotions of our associated companies goods and services;

- process a grant or job application.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

### **Who has access to your information?**

- We will not sell or rent your information to third parties.
- We will not share your information with third parties for marketing purposes.

**Third Party Service Providers working on our behalf:** We may pass your information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations or Gift Aid claims). However, when we use third party service providers, we will disclose only the personal information that is necessary to deliver the service, and will not agree to any use of this material for their own marketing purposes.

**Third Party Product Providers we work in association with:** Online card donations are processed by Paypal, which specialises in the secure online capture and processing of credit/debit card transactions. Mailing list contact details are held in an account with MailChimp, which is used to send emails to all or part of our membership. The charity's accounts are maintained through an online accounting package provided by Liberty Accounts. It may be necessary to use other third party product providers from time to time, including online booking platforms for specific events.

### **Your choices**

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by emailing [info@fosgc.org](mailto:info@fosgc.org) or writing to us at The Friends of Saint Giles' Church, St Giles' Church, Castle Street, Cambridge, CB3 0AQ.

### **How you can access and update your information**

If you change email address, or any of the other information we hold is inaccurate or out of date, you can update it by emailing [info@fosgc.org](mailto:info@fosgc.org) or writing to us at The Friends of Saint Giles' Church, St Giles' Church, Castle Street, Cambridge, CB3 0AQ.

You have the right to ask for a copy of the information we hold about you (we may charge £10 for information requests) to cover our costs in providing you with details of the information we hold about you.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. We do not hold credit or debit card details, as these are processed by Paypal. Accounting information is held securely through Liberty Accounts. Information received on paper is kept securely, and when no longer required is disposed of securely.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

### **Profiling**

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively.

## **Use of 'cookies'**

The FOSGC website may collect cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

## **Links to other websites**

Our website and mailings may contain links to other websites run by other organisations. This privacy policy applies only to our own website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites, even if you access them using links from our website.

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.

## **Transferring your information outside of Europe**

As part of the services offered to you through our website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

## **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in December 2017.