



Privacy Policy

Introduction

Every Nation London (**ENL**) understands your privacy is important to you and we value how everyone engages with us by whatever means. We will endeavour to do what we can to protect your privacy and to make sure the personal identifiable (**PI**) information you have provided us or that we have collected and stored is kept safe. This policy will explain how we collect data, how we may use that data and how we store that information and what it means to you.

Who we are

ENL is the data controller. The means it decides how your **PI** information is processed and for what purposes.

Every Nation London
9 Beaumont Avenue
% The Fulham Boys School
London
W14 9LP
UNITED KINGDOM
Charity Number: 1102293
Company Number: 4942206

What information we collect

This policy explains how **ENL**, the website (www.everynation.london) and affiliate webpages (www.everynation.churchsuite.co.uk, www.everynationlondon.churchonline.org) comply with the Data Protection Act (DPA), the General Data Protection Regulation (GDPR) which came into effect on 25th May 2018, and the Privacy and Electronic Communications Regulations. **ENL** actively complies with its obligation under GDPR by:

- keeping **PI** information up to date;
- storing and destroying **PI** information securely;
- not collecting or retaining excessive amounts of data;
- Protecting **PI** information from loss, misuse, unauthorised access and disclosure
- Ensuring that appropriate technical measures are in place to protect **PI** information

How we collect information

Below is a list of the various ways we are able to obtain **PI** information from you

a. Directly through us

We collect personal information each time you interact with us, for example:

- when you provide your contact details either in writing or by electronic means to church staff or volunteer;
- request materials or information;
- sign up for an event;
- make a donation;
- use our check in system for your children;
- or otherwise provide your personal details.

b. Through website interaction with us

We collection non-**PI** information such as:

- IP addresses,
- details of pages visited,
- and files downloaded.

Website usage information is collected using cookies, which is detailed below (See Section Cookies).

c. Where you have given permission to other organisations

We may collect information that you make available on, for example. Facebook, Instagram or similar organisations. We recommend that you check and view their privacy policies to find out more information on how they will process your data.

d. Sensitive data

Where you have provided information, we may collect sensitive **PI** information, including, but not limiting to,

- Your religious beliefs
- Your physical or mental health

How we use your information

ENL will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, we will only use and disclose your personal information as follows:

- to keep you informed by text and/or email as to church services, activities, resources and conferences;
- to establish and maintain your involvement with **ENL**, events you have attended, what areas and activities of **ENL** you have supported, record and acknowledge any donation, to provide the products you have requested;
- to answer an inquiry or request for further information or complaint about **ENL**, its services, activities and events;

- to register you for events, conferences;
- to assist us to make **ENL's** sites, services and products more valuable to our community and beyond;
- for promotion of products or services and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further promotional communications;
- to improve our general ability to assist Church attendees and the wider community;

So that we can provide services you have requested, and keep you well informed about news, events, activities and services and process your donations, we will process your **PI** information on the basis of the consent you have provided us with. You are free to change your preferences at any time (details on this below).

Where you have provided **PI** information and sensitive **PI** information when applying for a job or volunteer role with us, such as information on your CV, we will process, store and disclose the **PI** information we collect to:

- Support the recruitment process;
- Answer any questions you may have;
- Use third parties to provide services such as references, qualifications, criminal referencing, checking services, verification of information you have provided, health screening and psychometric evaluation or skills tests;
- Provide anonymised data to monitor compliance with our equal opportunities policy.

How we store information

a. Length

We will keep your personal information only for as long as we consider it necessary to carry out each activity. We adhere to a data retention policy that is governed by guidelines set by GDPR and other legal organisations.

b. Security

ENL endeavour to ensure we have the appropriate technical controls and governing protocols in place to protect any **PI** information you have provided and are held by **ENL**. We ensure that access to **PI** information is restricted only to staff members and/or volunteers whose job roles require access to personal information and that suitable training is provided prior to handling personal information for these individuals and where necessary any updated training.

We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent, with the following exceptions:

- By providing us with your details you are giving the Church your express permission to transfer your data to our service providers including mailing

houses, such as MailChimp, to enable fulfilment of the purpose for collection.

- Where such details are shared we have confidentiality agreements in place that restrict the use of your information to the purpose for which it is provided and ensure it is stored securely and kept no longer than necessary.
- We do not intend to store or currently store financial details (credit or debit card numbers) obtained through online transactions.
- We do not store details online nor do we pass any information to third parties, except where we are legally required to do so, to assist fraud reduction, or to provide a service requested and minimise credit risks.

c. Credit/debit card security

The Church does not hold any debit or credit card details for donations/payments made via our websites. All card payments are handled by service providers who encrypt card information. sent from this website.

d. Where we store your information

The information you provide to us will be held on computers in the UK, USA and/or Europe through a cloud-based system therefore data may be processed outside of the European Economic Area (EEA). We take all reasonable steps to ensure that your data is stored and processed securely in accordance with this policy. By submitting your **PI** information you agree to this transfer, storing and processing of your information.

When we share your information

Your personal information will be treated as strictly confidential and will only be shared with staff and members of the church in order to carry out a service or for purposes connected with the church and with your permission to do so. We will only share your data with third parties with your consent.

a. Legal Duty

We may need to pass on information if required by law or by a regulatory body.

b. Our service providers

We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent, with the following exception - by providing us with your details you are giving **ENL** your express permission to transfer your data to our service providers including mailing house, such as ChurchSuite, to enable fulfilment of the purpose for collection.

Where such details are shared we have confidentiality agreements in place that restrict the use of your information to the purpose for which it is provided and ensure it is stored securely and kept no longer than necessary. We may employ agents to carry out tasks on our behalf, such as processing donations. These agents are bound by contract to protect your data and we remain responsible for their actions.

We may provide third parties with general information about users of our site, but this information is both aggregate and anonymous. However, we may use IP address information to identify a user if we feel that there are or may be a safety and/or security issue or to comply with legal requirements.

Cookies

a. What are cookies?

A cookie is a small amount of data that is sent to your browser and stored on your computer's hard drive.

b. How we use them on our website

To enjoy our website to the full, we recommend that you leave cookies turned on. If you turn off cookies then you may not be able to enter parts of the site. The cookie data that we collect we may use to customise the content on our website and to help to understand visitor's current and future needs.

c. Managing cookies

Most browsers allow you to turn off the cookie function. To do this you can look at the help function on your browser.

d. Third party cookies

We work with a number of third party suppliers who set cookies on our website to enable them to provide us with services. These are mainly used for reporting purposes so we can improve the way we communicate. The third party cookies we use are:

- **Google**

We use Google fonts, maps and analytics, all of these services use cookies which stay on your computer for varying lengths of time. View [Google's privacy policy](#).

- **Google Analytics**

When someone visits our website we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website. They may also use tracking pixels, which are commonly found in advertising to track the effectiveness of adverts. As some of these services may be based outside of the UK and the European Union, they may not fall under the jurisdiction of UK courts.

If you continue to browse and use our website, you are agreeing to comply with and be bound by the following terms and conditions of use, which govern the Church's relationship with you. If you disagree with any part of

this policy please do not provide any personal information and do not use our website.

For more information about how Google Analytics uses your data [see their website](#). To opt-out of Google Analytics you can [install their browser add-on](#).

- **YouTube**

Occasionally we may embed a YouTube video on our site. In these instances the YouTube cookies will only be downloaded if you visit the page with the embedded video. View [YouTube's privacy policy](#).

Children

Families making use of the children's facilities during our services are required to provide **PI** information for their children. This data is provided with the consent of the parent or guardian and is securely held and stored as above. We require parental consent for any child under the age of 13.

Choices

a. Preferences

You can change your preferences on what you receive from us, or how we contact you, by mail or email, at any time. You can do so by:

- Directly through ChurchSuite by logging in to your account
- Email us on: privacy@everynation.co.uk
- Write to us at: Data Protection Officer, Every Nation London, 9 Beaumont Avenue, %
The Fulham Boys School, London, W14 9LP UNITED KINGDOM

b. Updating your details

We do appreciate it if you keep your details up to date. You can do so in the same way as updating your preferences (above). We may use Post Office address search, postcode lists or other available sources to confirm data that you provide us with, where, for example, we are unsure of what you have completed on a form. We will not use these sources to create data that you have chosen not to provide, for example, if you have left a telephone number blank; nor will we automatically update changes of address, we will normally only update your address when you tell us it's changed.

c. Telling us to stop processing

You have the right to ask us to erase your **PI** information, to ask us to restrict our processing or to object to our processing of your **PI** information. You can do so at any time by:

- Directly through ChurchSuite by logging into your account
- Email us on: privacy@everynation.co.uk

- Write to us at: Data Protection Officer, Every Nation London, 9 Beaumont Avenue, %
The Fulham Boys School, London, W14 9LP UNITED KINGDOM

Access

You have the right to request details of the information we hold about you. To make this request, please write to us at the details above. For more information about your rights under the Data Protection Act (DPA) and General Data Protection Regulation (GDPR) you can visit the website of the Information Commissioner's Office: ico.org.uk

Changes to this privacy notice

This privacy notice was last updated in March 2020. We may amend this policy from time to time to take account of changes to our processes or changes to data protection or other legislation. If we make any significant changes to this policy we will show this clearly on our website or in our communications. By continuing to use our website you will be deemed to have accepted these changes.

Further processing

If we wish to use your PI information for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Governing law

The Privacy Notice is subject to English law. All claims or disputes (including non-contractual disputes or claims) arising out of or in connection with the use of the websites shall be subject to the non-exclusive jurisdiction of the courts of England and Wales.

If you have any queries please contact us at privacy@everynation.co.uk