

## General Data Protection Regulation (GDPR) Privacy Notice

### How Step Wise Youth Ministry (“we”) use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

#### ***Website data:***

Collection and use – we recognise the privacy concerns of users of our website on the Internet and the importance of protecting the privacy of personally identifiable information collected from them. No personally identifiable information is automatically collected on our websites. Such information is collected only when it is knowingly and voluntarily submitted, such as when you use the ‘contact us’ option.

Cookies – cookies are small bits of information that are stored by your browser on your computer’s hard drive to enable us to do a number of things to make your visit and future visits more enjoyable. Our cookies do not contain any personally identifying information about you. Most web browsers automatically accept cookies, but you can usually change your browser settings to prevent that. Users should consult their browser help files for instructions on how to refuse cookies.

Links – our website may be linked to or from other websites that are not operated by SWYM. SWYM is not responsible for the content or privacy practices of these third-party websites. Visitors to those websites should refer to their separate privacy policies and practices.

#### ***Data provided via e-mail, in writing or in person:***

##### **Why do we collect and use your information?**

We collect and use your information to contact you to send you a reply when you have made an enquiry, to monitor and assess the quality of our services, for operational and logistical purposes and to comply with the law regarding data sharing. We do not share your information with others except as described in this notice.

##### **The categories of information that we may collect, hold and share include:**

- Personal information (such as name and email address)

##### **Storing your data**

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. We will also comply by keeping personal data up to date; storing and destroying information securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

## **Who do we share your information with?**

We will not share your information with third parties without your consent unless the law requires us to do so.

## **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold.

You also have the right to: object to processing of personal data that is likely to cause, or is causing, damage or distress, prevent processing for the purpose of direct marketing, object to decisions being taken by automated means, in certain circumstances have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations.

To request your personal information or make changes to the information we hold, for further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, please contact us via the web “contact us” link (see **contact** below).

## **You can withdraw or change your consent at any time.**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Contact:** If you would like to discuss anything in this privacy notice, please contact SWYM Directors, Nicholas and Sheila Court, by e-mail ([swym.org@gmail.com](mailto:swym.org@gmail.com)).

Reviewed May 2018