

## **PRIVACY POLICY**

This privacy policy sets out how Blenheim Crescent Baptist Church uses and protects any information that you give Blenheim Crescent Baptist Church when you use this website.

Blenheim Crescent Baptist Church is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy policy.

Blenheim Crescent Baptist Church may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 01 March 2018.

### **What we collect**

We may collect the following information:

- name and title
- contact information including email address and telephone number(s)
- other information relevant to your enquiry

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may periodically send promotional emails about information which we think you may find interesting using the email address which you have provided.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### **Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We do not use cookies on this website, though our host provider may do. You should be aware that we have no control over how that company uses cookies. If you have any

questions about this you should contact Church Edit through their website <http://www.churchedit.co.uk/> or write to Edit Websites Limited, Blythe Valley Innovation Centre, Central Boulevard, Blythe Valley Park, Solihull, West Midlands, B90 8AJ.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy policy. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

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

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for purposes other than this enquiry
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing our Data Protection Officer as shown below

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 personal information which we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held about you please write to our Data Protection Officer as shown below.

If you believe that any information we are holding about you is incorrect or incomplete, please write to or email our Data Protection Officer as soon as possible, at the address below. We will promptly correct any information found to be incorrect.

The Data Protection Officer  
Blenheim Crescent Baptist Church  
42-46 Blenheim Crescent  
Luton  
LU3 1HB