

Round Tower Churches Society - Privacy Policy

At The Round Tower Churches Society, we are committed to protecting and respecting your privacy.

This policy explains when and why we collect personal information about people how we use it, the conditions under which we may disclose it and how we keep it secure. We may change this policy from time to time and we will advise members directly by mail, by email or through our website.

The General Data Protection Regulation (GDPR) The GDPR will apply in the UK from 25 May 2018. The government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR. The information that falls within the scope of the Data Protection Act, will also fall within the scope of the GDPR. The GDPR has greater detail and gives you greater rights.

The Data Protection Officer for the Round Tower Churches Society is The Treasurer: Mr Nik Chapman. Any questions regarding this Policy and our privacy practices should be sent by email to treasurerroundtowers@btinternet.com.

Who are we?

We are The Round Tower Churches Society. The Society was established in 1973 to help preserve these churches and to explore their origins and history. Over the last half century the Society has made grants of over £150,000 enabling us to support many of the English round tower churches. The Round Tower Churches Society is a registered charity (Registered charity No 267996).

How do we collect information from you?

We only collect the information we need to allow the Society to function whether as a society member or supporting supplier. Examples include:

- Society membership and preferred method of communication.
- Minutes of AGM and committee meetings.
- Gift Aid
- Church and church officials contact details
- Society activity such as grants or academic contributions
- Sister organisations such as Norfolk Churches Trust or the Lead Roof Appeal.
- The tour attendance record

What is Personal Data?

Personal data" means any information relating to an identified or identifiable natural person ("data subject"); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to their physical, physiological, mental, economic, cultural or social identity. This is the same as the Data Protection Act 1998 but includes some new categories such as IP addresses.

What type of information is collected from you?

The personal information we collect might include your name, address, email address and IP address. Donations are collected in cash, cheque or Standing Order only. Suppliers and churches (grants and donations) are currently paid by cheque. By April 2018 we will have an on line banking facility which will enable direct bank payments.

How is your information used?

We may use your information to:

- process a donation that you have made;
- post quarterly magazine or send electronically as a Pdf.
- process orders from the society shop that you have submitted;
- carry out our obligations arising from any contracts;
- seek your views or comments on Society activity;
- notify you of changes to the Society;
- send you communications which you have requested and that may be of interest. These may include information about campaigns, appeals, other fundraising activities such as Lead Roof Appeal or the Society Study Day
- process a grant.
- collect Gift Aid from HRMC

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 securely for as long as is necessary.

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.
- We do not employ any automated decision making or profiling.
- We will not contact you for marketing purposes by letter, email, phone or text message.

Your choices

The GDPR is specific in providing the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

Consent

Consent under the GDPR must be a freely given, specific, informed and unambiguous indication of the individual's wishes. There must be some form of clear affirmative action – or in other words, a positive opt-in – consent cannot be inferred from silence, pre-ticked boxes or inactivity. We as a Charity will need to be able to verify consent. In short you have a choice about whether or not you wish to receive information from us.

You can withdraw consent by writing or emailing the Society at any time.

We are not required to automatically 'repaper' or refresh all existing DPA consents in preparation for the GDPR. We have reviewed the previous consent to process and it meets the GDPR standard on being specific, granular, clear, prominent, properly documented and easily withdrawn.

How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us treasurerroundtowers@btinternet.com.

You have the right to ask for a copy of the information The Round Tower Churches Society 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 is treated securely. All electronic details are held in encrypted and protected files. All paper details such as membership and gift aid forms are held in a locked file. 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 when we store it.

Social Media

Use of 'cookies'. Unlike many other websites, the RTCS website **does not use 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.

Facebook and Twitter. The RTCS platforms are hosted by Twitter and Facebook and people choose or not to 'like' or 'follow' us. RTCS does not collect and does not store any personal information.

Links to other websites. Our website may contain links to other websites run by other organisations. This privacy policy applies only to our 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.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in January 2018.