



Middlewich

COMMUNITY CHURCH

PRIVACY POLICY

- [What is a Privacy Policy?](#)
- [Who are we?](#)
- [How do we collect information from you?](#)
- [What type of information is collected from you?](#)
- [How is your information used?](#)
- [Who has access to your information?](#)
- [How can you access and update your information?](#)
- [How long do we keep your information?](#)
- [Your 'Right to be Forgotten'](#)
- [Security](#)
- [18 or Under](#)
- [Consent](#)

At MCC (Middlewich Community Church),
we're committed to protecting and respecting your privacy.

This Policy explains how we collect and use personal information and the conditions under which it may be disclose and how we keep it secure. From time to time we will update this Policy, please check this policy occasionally to ensure that you're happy with any changes.

This Policy was last updated **July 2020**.

If you have any questions regarding this Policy and our privacy practices you can contact us via email at info@middlewich.org or by writing to us at Middlewich Community Church, 36 Brooks Lane, Middlewich, CW10 0JG. Alternatively, you can telephone 0606 835928.

Who are we?

Middlewich Community Church is a church based in Middlewich that not only has church services on a Sunday, but also offers various weekly groups to our community. We also run a conference centre called Canalside Conference Centre which runs from the same building. We also run Mococo House in a separate building on Wheelock Street, which is supported housing for young people.

Middlewich Community Church is a registered charity no.1051786. The registered address is Middlewich Community Church, 36 Brooks Lane, Middlewich, CW10 0JG.

How do we collect information from you?

We obtain information about you when you attend church and use our services. We would collect this information either using a form, email or phone.

What type of information is collected from you?

The personal information we collect might include the following:

- Name
- Address
- Email address
- Phone numbers

How is your information used?

The information we collect helps us to understand your needs and provide you with a better service. In particular we use information for the following reasons:

- To maintain internal record keeping.
- To improve our services.
- To contact you when required for pastoral purposes.
- To send promotional emails about new services and events, or other information about us which we think you may find helpful.

We may also use information for other purposes, which we would describe to you at the point when we collect the information.

We are legally required to hold some types of information to fulfil our statutory obligations. 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 agreement you hold with us.

Who has access to your information?

Your information is only accessed by authorised members of our staff.

We will never sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

How can you access and update your information?

You have the right to request details about any personal information that we stored about yourself and how it is used.

The accuracy of the information we store about you is important to us as it enable us to provide you with the best service we can. You have the right to ask us to change information we hold about you that you believe is inaccurate or out of date.

To request a copy of your personal information or request a change to the personal information we store about you, please contact us via email at info@middlewich.org or by writing to us at **Middlewich Community Church**, 36 Brooks Lane, Middlewich, CW10 0JG. Alternatively, you can telephone 01606 835 928.

We will provide and update your personal information free of charge and within 30 days, this can be extended up to 2 months in more complex cases, however in such cases you will be notified of the extended response period.

As a security measure, you may be asked to verify that you are the person who you are requesting personal information about, or that you have their permission to do so in cases where you are responsible for someone else.

How long do we keep your information?

We comply with our legal obligations for the retention and deletion of personal information. We shall not keep personal information for longer than is necessary by law for the purpose for which it was originally collected.

Your 'Right to be Forgotten'

You have the right to request that we erase all personal information we store about you unless we are required by law to keep it. To request erasure of your personal information please contact us via email at info@middlewich.org or by writing to us at Middlewich Community Church, 36 Brooks Lane, Middlewich, CW10 0JG. Alternatively, you can telephone 01606 835928.

Security

We take the security and protection of any personal information that you entrust to us very seriously.

We have security precautions in place to protect the loss, misuse or alteration of your information. When you provide us with personal information, we take steps to ensure that it's treated securely and is used as explained to you at the point of collection.

Any non-sensitive detail such as your email address is transmitted normally over the Internet which can never be guaranteed to be 100% secure. 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.

18 or Under

If you are aged 18 or under, please get permission from a parent or guardian beforehand whenever you provide us with personal information. In addition to the personal data that has been outline above, we may also collect data including date of birth, school, photo or video permission and allergies, to help ensure the child under 18 does not come into contact with these foods during their time with us.

Consent

By giving us any personal information you are agreeing to our use of that information as outlined in this Privacy Policy.