

# **PAROCHIAL CHURCH COUNCIL OF ST MARK'S, PETERBOROUGH**

## **PRIVACY POLICY**

### **Privacy policy**

We have developed this policy so that you can feel confident about the privacy and security of the personal information that you provide to us.

This policy explains what information we gather when you visit the St. Mark's Church, Peterborough website and explains how that information is used.

It is important for you to appreciate that the St. Mark's Church, Peterborough website provides links to other independent sites, both within the Church of England and elsewhere. This policy applies only to direct accesses to the St. Mark's Church, Peterborough website - URLs starting **[http://www. stmarkspeterborough.org.uk](http://www.stmarkspeterborough.org.uk)**. By using and/or registering on this site or contacting us by email or through this site, you consent to the collection, use and transfer of your information under the terms of this privacy statement.

### **Disclosure of information**

St. Mark's Church, Peterborough will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998). We take all reasonable care to prevent any unauthorised access to and use of your personal data.

Our staff and those working for our agents and contractors maintain a responsibility to keep your information confidential and will only use it to offer relevant services related to you and/or your enquiry.

Any personal details that we use to provide or promote our services to you (e.g. name, address, email address, telephone number, or any details of training events, courses etc you have attended or about which you have enquired) will not be passed to any third party organisation for marketing purposes without your permission and will not be used by us for any purpose other than that which you requested.

The Internet is not a secure medium. However, to protect your data we put in place various security procedures including use of firewalls, backup measures, we limit access to data to relevant personnel and password protect all machinery holding personal data.

### **Email**

St. Mark's Church, Peterborough respects the privacy of personal email accounts and we store your email address as securely as any other personal information we hold. We will not send you unwanted email messages or junk mail and your details will not be passed to any organisation outside St. Mark's Church, Peterborough without your explicit permission. We may use email to send you messages to keep you up to date with news about our current services, as well as anything you express an interest in, either online or through other contact with St. Mark's Church, Peterborough.

### **Telephone / Postal Address details**

St. Mark's Church, Peterborough respects the privacy of personal contact telephone number (Landline or Mobile) and we store these contact details as securely as any other personal information we hold. We will not make nuisance calls or send unwanted text messages or send by post unwanted messages or unsolicited postal mails and your

details will not be passed to any organisation outside St. Mark's Church, Peterborough without your explicit permission. We may use Telephone/ Postal Address to send you messages to keep you up to date with news about our current services, as well as anything you express an interest in, either online or through other contact with St. Mark's Church, Peterborough

## **Data collected**

As with the vast majority of websites, St. Mark's Church, Peterborough may log certain information about requests made of it (see below for more details). This information may be used for system administration, for bug tracking, and for producing usage statistics. The logged information may be kept indefinitely.

Relevant subsets of this data may be passed to computer security teams as part of investigations of computer misuse involving this site or other computing equipment within the hosting organisation. Data may also on occasion be passed to the administrators of other computer systems to enable investigation of problems accessing this site or of system misconfigurations. Otherwise the logged information is not passed to any third party except if required by law. Summary statistics may be extracted from this data and some of these may be made publicly available, but those that are, do not include information from which individuals could be identified.

Where forms are provided on this site, the pages containing these forms include information on how data submitted on them will be processed and used.

## **Third party internet**

Sites that you can link through to from our website are not covered by our Privacy and Security policy, so we accept no responsibility or liability for these sites.

## **Cookie policy**

The law which applies to how cookies and similar technologies are used for storing information on a user's equipment such as their computer or mobile device changed on 26 May 2011. To find out more please visit the Information Commissioner's [website](#).

### **What are cookies?**

Cookies are small amounts of information, which are stored on your computer's hard drive.

### **Why do you use them?**

The website uses cookies to enhance your user experience as you browse the content. The use of cookies also allows us to track users' movement across our pages that enables us to continually develop the website's content and structure. We do not collect personally identifiable information about you. The owners of third party websites with which we have links may also use cookies. We do not have control over the use of cookies by third parties and as such would advise you to seek further information on their websites for clarification.

### **Can I disable the use of cookies?**

You can disable the use of cookies by activating the settings on your internet browser. This will allow you to remove the use of all or some cookies. Your handset manual should provide you with information of how to change the use of cookies on you mobile device. Should you choose to remove cookies your user experience on the website may be impaired.