



## Website Privacy Policy

We are **South West Baptist Association** (“SWBA”, “we”, “us”), a charity registered in England and Wales under charity number 1124938. Our contact details are:

Address: 36-38 Wonford Street, Exeter EX2 5DL

Email: [admin@swbaptists.org.uk](mailto:admin@swbaptists.org.uk)

Tel: 01392 433533

This privacy policy describes what information (your ‘personal data’) we collect about you through the use of our website <https://www.swbaptists.org.uk/>, the purposes for which we collect it and how we will handle and use it.

For the purposes of data protection law, we are considered as the ‘controller’ of the personal data we collect and hold about you and we are therefore responsible for it.

Our Data Protection Officer, who is the officer responsible for matters relating to the protection of personal data is Chris Fry and can be contacted using the above details.

We are registered with the Information Commissioner’s Office (“ICO”) with registration number Z8608372.

### Information about you

By using our website we may collect the following information about you in the following ways:

#### i) Information which you give us

We collect information about you when you fill in forms on our website and when you communicate with us. This includes (but is not limited to) the information you provide us with when you sign up to receive e-news, complete a contact form, book for an event, make a donation. This can include your full name, address, email address, phone number, church name and financial and credit card information.

#### ii) Information we collect about you

By visiting and interacting with our site we also collect certain information about you automatically. This includes information about the browser you use, the type of computer, your means of connection to our Site, the operating system and the Internet service providers utilized and other similar information., as well as information about your visit including date and time of your visit, clickstream to, through and from the website, how much time you spend on each

webpage, how you interact with the website, email addresses and telephone numbers which you use to contact us.

We may also collect similar information from Mailchimp which relates to our monthly e-news.

## Why we collect this information

In this section we list the different purposes for which we collect and use your personal information, as well as the legal grounds under the Data Protection Act 1998 and (from 25 May 2018) the General Data Protection Regulation on which we rely to justify such data processing.

Purpose	Legal grounds
Maintaining our network	The information is necessary for our legitimate interest to maintain the network
Keeping you updated	We only keep you updated on the basis of your consent for us to do so
Receiving donations and payments, acknowledging receipt of donations and payments and keeping a record of donations and payments received	The information is necessary for our legitimate interest to properly administer donations received and to maintain adequate and accurate financial accounts
Receiving and processing bookings for SWBA events and training	The information is necessary for our legitimate interest in responding to your request to attend an event or training
Operating, Maintaining and improving our website	The information is necessary for our legitimate interest to ensure the smooth functioning of our website and its continuous improvement
Keeping our website secure	The information is necessary for our legitimate interest to protect our website's integrity and to protect user data

## Disclosure of your information

At times we may share your information with others. The following is a list of who we will or might share our information with:

- Our employees, contractors and volunteers on a need-to-know basis;
- Website developers and administrators. Our current website developers are Carl Smethurst & James Henley
- Payment service providers;
- Analysts and consultants who might help us improve and optimise our website;
- Accountants and financial advisors;
- Legal advisors;
- Service providers who assist us with protecting ourselves from fraud and money-laundering;
- Service providers who assist us with managing our credit;
- Prospective buyers or other acquirers of our business or assets;
- Law enforcement authorities;
- Organisations which we may have a legal obligation to disclose information to;

## Where we keep your personal data

All your personal information covered by this policy will be stored in the UK. We will not transfer your information outside the European Economic Area unless we are permitted to do so by law and we will inform you about such transfer before it is done.

## Retention of data

We will keep the personal information covered by this policy for the periods of time specified in our data retention policy and at the end of the applicable retention periods we will safely and securely delete it.

## Your rights in relation to your data

You have a number of rights under data protection law. These include:

- The right to access your personal data and to obtain certain information about it;
- The right to rectify the data if it is inaccurate;
- In some circumstances, such as when the data is no longer required or if the use of the data has no legal justification, the right to have that data erased;
- In limited circumstances, the right to object to our handling of the data;
- In limited circumstances, the right to restrict the handling of your data;

- The right to obtain a copy of your data in a commonly used electronic form if the data is processed by automated means and the processing is based on your consent or contractual necessity.

More details about how these rights apply can be found in our Data Protection Policy which can be found on our website [www.swbaptists.org.uk](http://www.swbaptists.org.uk)

You also have the right to withdraw your consent at any time when we rely on consent as a legal ground to justify our handling of your personal data. This would not affect the lawfulness of anything done before consent is withdrawn but it would stop us from continuing to use the relevant information and may therefore prevent us from providing you with a satisfactory service.

You can exercise your rights or obtain more information about them by contacting our Data Protection Officer at:

SWBA  
36-38 Wonford Street  
Exeter  
EX2 5DL

[chris@swbaptists.org.uk](mailto:chris@swbaptists.org.uk)  
01392 433533

## Complaints to the Information Commissioner

You have a right to complain to the Information Commissioner's Officer (ICO) about the way in which we collect and handle your personal data. Complaints to the ICO can be made on the ICO's website <https://ico.org.uk/>

## Third party websites

Our website may refer or contain links to other websites. Please note that this privacy policy does not apply to information collected through these websites. These third party websites should have their own privacy policies which describe how they might collect your data and use it.

We are not responsible for these third party websites or the information which they might collect and, therefore, you are encouraged to view their policies before browsing through third party websites or providing them with information.

## Cookies

Like most other websites, our website uses cookies.

Cookies are small files which websites store on your computer and which contain various types of information about your visit to a website. They are not viruses or malicious software but they are generally aimed at providing you with a good experience when browsing a site by, for

example, remembering your preferences so that you do not need to reset them every time you visit the website.

Although cookies do not normally contain information about you personally they can record information about how you browse the internet. They can therefore be used by websites to advertise goods and services which, based on your browsing history, are similar to goods and services which you have previously searched online. This is why some users reject or delete cookies.

Cookies normally expire after a length of time which can vary from a few minutes to more than a year. Some cookies are 'session cookies' which are deleted when you close your internet browser or after a period of inactivity. Others are 'persistent cookies' which remain on your computer until their expiration date.

Our website uses the following cookies:

Cookie	Name	Purpose / More Information
Google Analytics	__utma __utmb __utmc __utmz	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.  <a href="#">Click here for an overview of privacy at Google</a>
Facebook	datr lu wd act c_user i_user locale p s xs presence	When logged in via Facebook you are able to 'Share' and 'Like' articles within our website. Cookies are set so you are able to actions can be posted to your Facebook wall and Friends wall.  <a href="#">Facebook's Privacy Policy</a>

Twitter	__utma __utmb __utmc __utmd __utmv __utmz auth_token auth_token_session guest_id k lang _twitter_sess secure_session twll h js original_referrer twid	<p>Twitter sets a number of cookies so you can 'Tweet' about certain pages on our website. These are set by Twitter to make it easier for you to tweet. These cookies are only set when you are logged into twitter.com.</p> <p><a href="#">Twitter's Privacy Policy</a></p>
wordpress.org	devicePixelRatio wordpress_test_cookie __qca __utma __utmb __utmc __utmt __utmz	<p>Used to make the site responsive to the visitor's screen size.</p> <p>Tests that the browser accepts cookies.</p> <p>Google Analytics - Used to distinguish users and sessions. The cookie is created when the javascript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics.</p> <p>Google Analytics - Set for interoperability with urchin.js. Historically, this cookie operated in conjunction with the __utmb cookie to determine whether the user was in a new session/visit.</p> <p>Google Analytics - Used to throttle request rate.</p> <p>Google Analytics - Stores the traffic source or campaign that explains how the user reached</p>

	wp-settings-{user_id} wporg_logged_in wporg_sec	your site. The cookie is created when the javascript library executes and is updated every time data is sent to Google Analytics. Used to persist a user's wp-admin configuration. Used to check whether the current visitor is a logged in WordPress.org user.
	CookiesNotificationSeen	This cookie is set when you dismiss the notification message about our cookies policy so that the message is not displayed in future.

We do not store cookies on your computer without your consent, unless they have the sole purpose of carrying out the transmission of communications or they are strictly necessary for providing an online service.

You may restrict or block cookies which are set by any website through your browser settings. Your browser settings also allow you to clear your browsing history and delete cookies. Information about how you can do this can be found on this link <https://ico.org.uk/for-the-public/online/cookies>. Mobile devices may have their own settings and you need to refer to the manual of the device.

Please note that restricting or disabling cookies may impact the functioning of parts of our website.

## Changes to this policy

We may change this privacy policy in which case we will upload the updated policy on the website.

It is advisable to refer to the privacy policy regularly, particularly before sharing information about yourself which you consider to be sensitive.

## Contact

Should you have any questions, concerns or requests please contact our Data Protection Officer using the contact details given above.