



# Data Protection Privacy Policy

Your privacy is important to us. We collect personal information that you freely provide through a variety of mediums, both paper and digital. Crown Ministries operates our website on [www.crownministries.co.uk](http://www.crownministries.co.uk) and in common with most websites it uses cookies.

## 1. Information we collect

### Log data

When you visit our website, servers may automatically log the standard data provided by your web browser.

### Device data

Data may also be collected about the device you're using to access our website. What is collected can depend on the individual settings of your device and software. We recommend checking the policies of your device manufacturer or software provider to learn what information they make available.



## **Personal information**

We may ask for personal information, such as your:

- Name
- Email
- Social media profiles
- Date of birth
- Phone/mobile number
- Home/Mailing address
- Work address
- Payment information

## **2. Legal bases for processing**

We will process your personal information lawfully, fairly and in a transparent manner. We collect and process information about you only where we have legal bases for doing so.

These legal bases depend on the services you use and how you use them, meaning we collect and use your information only where:

- it's necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract (for example, when we provide a service you request from us);
- it satisfies a legitimate interest (which is not overridden by your data protection interests), such as for research and development, to market and promote our services, and to protect our legal rights and interests (We believe our processing and use of information is what may be reasonably expected and therefore handle information on the legal basis that it is in our legitimate interest in the



furtherance of our mission to serve both you and the community);

- you give us consent to do so for a specific purpose (for example, you might consent to us sending you our newsletter, etc); or
- we need to process your data to comply with a legal obligation.

Where you consent to our use of information about you for a specific purpose, you have the right to change your mind at any time (but this will not affect any processing that has already taken place). Personal data is reviewed regularly and, if appropriate, deleted. We don't keep personal information for longer than is necessary. While we retain this information, we will protect it within commercially acceptable means to prevent loss and theft, as well as unauthorized access, disclosure, copying, use or modification. That said, we advise that no method of electronic transmission or storage is 100% secure and cannot guarantee absolute data security. If necessary, we may retain your personal information for our compliance with a legal obligation or in order to protect your vital interests or the vital interests of another natural person.

### **3. Collection and use of information**

We may collect, hold, use and disclose information for the following purposes:



Personal data is used for the purpose of enabling Crown Ministries mission in the community.

- to enable you to access and use our website, associated applications and associated social media platforms;
- to contact and communicate with you;
- for internal record keeping and administrative purposes;
- for analytics, market research and business development, including to operate and improve our website, associated applications and associated social media platforms;
- to run competitions and/or offer additional benefits to you;
- for advertising and marketing, including to send you promotional information about our services
- to comply with our legal obligations and resolve any disputes that we may have; and
- to consider your employment application.
- To contact you to inform you of events and services; marketing; activities; news; testimonies; processing donations (where applicable); enlisting help for events; fundraising; managing our staff and volunteers; for pastoral care, and for safeguarding.



## **4. Disclosure of personal information to third parties**

Crown Ministries does not share your information with third parties who are not necessary to the services we provide.

We may disclose personal information to:

- third party service providers for the purpose of enabling them to provide their services, including (without limitation) IT service providers, data storage, hosting and server providers, ad networks, analytics, error loggers, debt collectors, maintenance or problem-solving providers, marketing or advertising providers, professional advisors and payment systems operators;
- our employees, contractors and/or related entities;
- sponsors or promoters of any competition we run;
- courts, tribunals, regulatory authorities and law enforcement officers, as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights;
- third parties, including agents or sub-contractors, who assist us in providing information, services or direct marketing to you; and
- third parties to collect and process data.



## **5. Your rights and controlling your personal information**

**Choice and consent:** By providing personal information to us, you consent to us collecting, holding, using and disclosing your personal information in accordance with this privacy policy. If you are under 16 years of age, you must have, and warrant to the extent permitted by law to us, that you have your parent or legal guardian's permission to access and use the website and they (your parents or guardian) have consented to you providing us with your personal information.

**Information from third parties:** If we receive personal information about you from a third party, we will protect it as set out in this privacy policy. If you are a third party providing personal information about somebody else, you represent and warrant that you have such person's consent to provide the personal information to us.

**Restrict:** You may choose to restrict the collection or use of your personal information. If you have previously agreed to us using your personal information for direct marketing purposes etc, you may change your mind at any time by contacting us using the details below. If you ask us to restrict or limit how we process your personal information, we will let you know how the restriction affects your use of our website and services.

**Access and data portability:** You may request details of the personal information that we hold about you. You may request a copy of the personal information we hold about you. You may request that we erase the personal information we hold about you at any time. If you would like to request this, please email us at [crownministries@hotmail.com](mailto:crownministries@hotmail.com)



Correction: If you believe that any information we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at [crownministries@hotmail.com](mailto:crownministries@hotmail.com) . We will take reasonable steps to correct any information found to be inaccurate, incomplete, misleading or out of date.

Notification of data breaches: We will comply laws applicable to us in respect of any data breach.

Complaints: If you believe that we have breached a relevant data protection law and wish to make a complaint, please contact us at [crownministries@hotmail.com](mailto:crownministries@hotmail.com) and provide us with full details of the alleged breach. We will promptly investigate your complaint and respond to you, in writing, setting out the outcome of our investigation and the steps we will take to deal with your complaint. You also have the right to contact a regulatory body or data protection authority in relation to your complaint. If you have any objection to the use of your personal data please get in contact with us by using the following email address:

[crownministries@hotmail.com](mailto:crownministries@hotmail.com) You may also contact the national supervisory authority at this address: **<https://ico.org.uk/concerns/>** or phone 0303 123 111 if you have concerns that cannot be resolved.

Unsubscribe: To opt-out of communications (including marketing communications), get in contact with us by using the following email address:  
[crownministries@hotmail.com](mailto:crownministries@hotmail.com)



## **6. Cookies**

Our website uses “cookies” to collect information about you and your activity across our site.

## **7. Limits of our policy**

Our website may link to external sites that are not operated by us. Please be aware that we have no control over the content and policies of those sites, and cannot accept responsibility or liability for their respective privacy practices.

## **8. Changes to this policy**

At our discretion, we may change our privacy policy to reflect current acceptable practices. We will take reasonable steps to let users know about changes via our website. Your continued use of this site after any changes to this policy will be regarded as acceptance of our practices around privacy and personal information. If we make a significant change to this privacy policy, for example changing a lawful basis on which we process your personal information, we will ask you to re-consent to the amended privacy policy.