

Privacy Policy

This privacy policy applies to the website and services offered by The Russian Orthodox Parish of The Holy Trinity in Bristol.

The purpose of this policy is to give you a clear explanation about how The Russian Orthodox Parish of The Holy Trinity in Bristol collects and uses the personal information that you provide to us and that we collect. We ensure that we use your information in accordance with all applicable laws concerning the protection of your personal information.

If you have any queries about this policy or your personal information please contact The Russian Orthodox Parish of The Holy Trinity in Bristol at kisinarussianorthodox@gmail.com.

How do we collect information?

We obtain personal information from you when you enquire about church weddings, baptisms, send or receive an email, make a donation to us, ask a question about our services or otherwise provide us with your personal information.

We never obtain your personal information from third party data suppliers.

We never gather any information about the use of our websites such as pages visited and areas that are of most interest to users.

What information do we collect?

The personal information we collect might include name, address, email address, telephone numbers, date and place of birth and your family relationships to avoid duplicating communications.

The GDPR recognises that certain categories of personal information are more sensitive. These are known as special categories of data and cover health information, race, religious beliefs and political opinions. We do not collect any special categories of data about our parishioners or churchgoers.

How do we use your information?

We may use your personal information for:

- Providing you with information about our church services
- Complying with our legal obligations policies and procedures
- Administering membership records and management responsibilities
- Dealing with your enquiries, requests and complaints

How we protect your information?

The Russian Orthodox Parish of The Holy Trinity in Bristol
Moscow Patriarchate
Diocese of Sourozh
Deanery of West Midlands

We adopt appropriate data collection, storage, and processing practices, and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal data we securely store.

Marketing

We never use the details you provide to us for any marketing activities.

We will only communicate with you in the way you wish us to and we will always respect your privacy. You can change your mind at any time and let us know that you no longer want to hear from us by emailing us at kisinarussianorthodox@gmail.com

Please be assured that we will take appropriate measures to keep your personal information safe and secure and we promise not to over contact.

We will never pass your personal information on to other organisations for them to use for their own marketing purposes.

It is always your decision as to whether you want to receive information about our church services.

Disclosures

We will never pass your personal information on to other organisations for them to use for their own marketing purposes.

However, we may disclose your personal information in the following circumstances:

- Where we are under duty to disclose your personal information in order to comply with law or the disclosure is 'necessary' for purposes of national security, taxation and criminal investigation or we have your written consent.
- We will endeavour to be diligent in order to prevent money laundering from the proceeds of crime, reputational risks, and to ensure we do not engage persons that are unsuitable to work in an environment with vulnerable adults and children.

Consent from parents/guardians for children aged under 16

We are committed to protecting the privacy of the young people that engage with us through our church services. Anyone under the age of 16 must obtain parental or guardian consent before participating in a church service and must obtain the consent of a parent or guardian before providing any personal information.

Keeping your personal information

We keep your personal information for as long as required to operate the service in accordance with legal requirements and tax and accounting rules. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

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Your rights

Under the General Data Protection Regulation, which comes into force on 25 May 2018, you have the following rights:

1. The right to access your personal information

You have a right to obtain confirmation that your personal information is being processed. You also have the right to request a copy of your personal information we hold.

Should you wish to exercise any of these rights, in terms of the information that we hold about you, you can make a request to see your data by emailing us at kisinarussianorthodox@gmail.com

You must provide proof of your identity by enclosing two pieces of approved identification. Your request will be processed within 30 days of receipt of your request and all the relevant information we require.

2. The right to edit and update your personal information

The accuracy of your personal information is important to us. You can edit your personal information including your address and contact details at any time. Please address requests to us at kisinarussianorthodox@gmail.com. Any changes you have requested may take 28 days before they take effect.

3. The right to request to have your personal information deleted

You have the right to request the deletion of your personal information which we will review on a case by case basis.

Should you wish to exercise these rights please address requests to us at kisinarussianorthodox@gmail.com. Any changes you have requested may take 28 days before they take effect.

4. The right to restrict processing of your personal information

You have the right to 'block' or suppress processing of your personal data. However, we will continue to store your data but not further process it. We do this by retaining just enough of your personal information so we can ensure that the restriction is respected in the future.

Should you wish to exercise these rights please address requests to us at kisinarussianorthodox@gmail.com. Any changes you have requested may take 28 days before they take effect.

5. The right to object

You have the right to object to your personal information being processed to marketing (including profiling) and for research purposes.

We do not use your personal information for marketing purposes.

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6. The right to lodge a complaint with a supervisory authority

If you wish to lodge a complaint or seek advice from a supervisory authority please contact The Office of the Information Commissioner at <https://ico.org.uk/concerns/> or call their helpline on 0303 123 1113.

Other websites

Our website may contain links to other websites that are outside of our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy which may differ from ours.

Use of cookies

A cookie is a small piece of information sent by a webserver to a web browser which enables the server to collect information from the browser. Find out more about cookies on www.allaboutcookies.org.

We do not use any types of cookies on our website.

Who is responsible for data protection

As a small charity we don't have a Data Protection Officer. Access to the personal information is strictly restricted.

What will happen if there is a breach?

The Trustees guarantee that in case of a breach, the charity will access and investigate the breach, take a course of action to prevent further breach and will inform the ICO (Information Commissioner's Office) within 72 working hours.

Changes to the Privacy Policy

We may update this policy from time to time. When we do, we will revise the updated date at the bottom of this page. We encourage our users to frequently check this page for any changes to stay informed about how we are helping to protect your personal information we collect.

If there are any significant changes in the way we treat your personal information we will contact you and we will place a prominent notice on our website.

This document was last updated on 20 May 2018.