



Privacy Notice & Cookie Policy

1. Purpose of the Policy

- 1.1 This privacy policy sets out the privacy obligations that we have in relation to the personal data we may collect from you as a user of the church website and related software (“you”) and personal data you may supply to us.

2. Information

- 2.1 The PCC of St Margaret’s Rainham (“we”) are committed to protecting and respecting privacy and complying with the Data Protection Act 1998 and the General Data Protection Requirement.
- 2.2 Please read the following carefully to understand our views and practices, and our and your obligations, regarding privacy and personal data and how we will treat it and how you should treat third parties’ personal data held.
- 2.3 The data controller is the PCC of St Margaret’s Church. We are not registered with the Information Commissioners Office as we are exempt as a not-for-profit organisation.

3. Information we Collect From You

- 3.1 We will collect and process the following data about you in the following ways:
 - **Information you give us.** This is information about you that you give us by filling in forms on our site or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to receive email bulletins. The information you give us may include your name, address, e-mail address, and phone number.
 - **Information we collect about you.** With regard to each of your visits to our site we may automatically collect the following information:
 - technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, and operating system and platform;
 - information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page and any phone number used to call our customer service number.

4. Cookies

- 4.1 Our websites use cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our sites.
- 4.2 A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer’s hard drive.

4.3 We use the following cookies:

- Strictly necessary cookies. These are cookies that are required for the operation of our websites. They include, for example, cookies that enable you, where provided, to log onto the secure area of our websites.
- Analytical/performance cookies. These allow us to recognise and count the number of users and to see how the users move around our websites when they are using it. This helps us to improve the way our websites work, for example, by ensuring that users are finding what they are looking for easily.

4.4 You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

| <i>Cookie Name</i> | <i>Domain</i> | <i>Description of purpose</i> |
|--------------------|---------------|--------------------------------|
| Google Analytics | Google.com | Analytics |
| Facebook Pixel | Facebook.com | Use of the Facebook Pixel tool |

5. Why we Collect Your Personal Information, and How we Use it

- 5.1 Where you have asked to subscribe to our email newsletter, we store your name and email address to enable us to send you the newsletter. Every issue of the newsletter provides the opportunity to withdraw your consent and unsubscribe.
- 5.2 Where you have contacted us otherwise, we collect, use, and disclose your personal information in order to respond to your request. This will include contacting you by mail (e.g. to send resources), or email or telephone (e.g. to answer your question) if you have provided us with that data.
- 5.3 We comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

6. Legal Basis for Processing Your Information

- 6.1 The legal basis for processing your information is:
- Your consent provided by requesting our email newsletter or providing us with an email address or phone number to answer your query.
 - Our legitimate interests to operate and manage the website.
- 6.2 Further processing or use of your information - If we use your personal data for a new purpose then we will provide you with a new notice explaining this new use prior to commencing the process, setting out the relevant purposes, and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

7. Disclosure of Your Information

- 7.1 We will disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, other agreements; or to protect the rights, property, or safety of our users, or others.

7.2 Where we store your personal data:

- 7.2.1 The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It will also be processed by staff operating outside the EEA who work for one of our providers. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and in compliance with all relevant UK data protection legislation.
- 7.2.2 All information you provide to us is stored on our secure servers.
- 7.2.3 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

8. Your Rights & Contact Details

- 8.1 At any time, if you want to change how we communicate with you, request a copy of the personal information that we hold about you or exercise any other of your rights in relation to your personal information, please contact us at: office@rainhamchurch.co.uk or write to the Church Office at St Margaret’s Church Office, High Street, Rainham, Kent, ME8 7JH. We will process your request within a reasonable time.
- 8.2 Our site may, from time to time, contain links to and from the websites of partner networks, advertisers, and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

9. Changes to our Privacy and Cookie Policy

- 9.1 Any changes we make to our privacy and cookie policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

10. Adoption of this Policy

- 10.1 The PCC of St Margaret’s Church formally adopted this policy at the PCC meeting on 22 January 2026.