



The Church of Christ the Cornerstone,  
300 Saxon Gate, Milton Keynes MK9 2ES

Email: [admin@CTMK.church](mailto:admin@CTMK.church)

Website: [www.CTMK.church](http://www.CTMK.church)

Charity Number: 1200092

## General Privacy Notice

### 1. Introduction

Churches Together in Milton Keynes is an organisation which draws together Christian communities from Milton Keynes and surrounding areas to:

- Show God's love to the Borough and City of Milton Keynes
- Support each other as followers of Christ.

This work is supported by Churches Together in Milton Keynes Trust (CTMKT or "the Trust").

The information you provide will be held in accordance with the General Data Protection Regulation (GDPR). We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely.

We value and respect everyone who connects with us. In line with our Christian beliefs, our aim is to be as clear as possible about how and why we use information you give us. If your questions are not fully answered by the information below, please contact our data protection officer who will be happy to help. Email [admin@ctmk.church](mailto:admin@ctmk.church).

Compliance with GDPR underlies all of our personal information privacy practices. We also have a data protection policy which governs how we use the information that we collect about you.

Keeping your data secure is very important to us. By providing your personal details, you agree to allow CTMKT to contact you either on the basis of the consents you have given us, or for our Legitimate Interests in accordance with current data protection regulations. We will never make your personal data available for marketing purposes to external individuals or organisations. For more information email [admin@ctmk.church](mailto:admin@ctmk.church).

### 2. How we collect information about you

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

#### a. 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 one of our mailing lists, fill out one of our 'contact us' forms, respond to a survey or book into an event.

This can include your full name, address, email address, phone number, financial and credit card information, dietary preferences or access requirements.

You may also provide us with your photo or video footage containing your image. We will publish images on our website where we have your explicit consent to do so.

## b. 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, the Internet service providers utilized and other similar information, as well as information about your visit. This may include the date and time of your visit, clickstream to, through and from the website, how much time you spend on each webpage, and how you interact with the website.

For all images and video that we take as CTMKT, we will ensure that all possible participants have a clear understanding of our processes and are able to give or withdraw their consent at any point to the retention and/or publication of their image(s).

## 3. Why we collect and process this information

We collect information about you for the following reasons:

Purpose	Legal grounds
Enabling us to contact and work with the most appropriate people in our Member Churches.	The information is necessary for our legitimate interest of supporting, advising and resourcing CTMK Member Churches.
Keeping those who have subscribed to our mailing list updated with news, stories and events.	We only keep you updated on the basis of the consent you have given us. You can unsubscribe from the mailing at any time.
Enabling us to respond to contact made through our website.	We only contact you on the basis of the consent you have given us.
Enabling us to promote the work of CTMK, share news and other information (eg through our website), e-News, webinars, broadcasts or podcasts.	This information is necessary for our legitimate interest of supporting, advising and resourcing the work of CTMK.
Enabling us to run CTMK events, including webinars and other gatherings.	The information is necessary for our legitimate interest of supporting, advising and resourcing CTMK Member Churches.
Receiving subscription income from Member Churches and Bodies in Association.	The information is necessary for our legitimate interest to properly administer subscriptions received and to maintain adequate and accurate financial accounts

## 4. Keeping us up to date with your details and contact preferences

Please tell us as soon as any of your contact details change so that we can keep our records up to date.

You can change the way we contact you or the kind of material we send you at any time by contacting us by mail, phone or email using the contact details above.

You can unsubscribe from **our regular e-News emails** at any time by using the ‘unsubscribe’ link on the MailChimp email you have received.

## 5. 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 your information with:

- Our employees, contractors and volunteers on a need-to-know basis;
- YouTube – hosts CTMK and other embedded videos which are directly playable from our website;
- MailChimp (names and email addresses only) who facilitate our regular e-mailings;
- Eventbrite who facilitate our event bookings;
- Zoom – video conferencing platform which stores basic account profile information. (For more information about Zoom’s privacy policy, visit [zoom.us/privacy](https://zoom.us/privacy).)
- Google or Microsoft forms – used on occasion eg to gather feedback after a CTMK event.
- Individuals who contact us asking for details of a Member Church or Body in Association will be directed to the name and contact details listed in these directories on our website;
- IT system providers who have access to data so that we can ensure that our systems operate effectively and that we are running current versions of software;
- Law enforcement authorities, statutory or regulatory bodies and other organisations which we may have a legal obligation to disclose information to.

## 6. Where we keep your personal data

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

Please note that our regular mailings are facilitated through ‘MailChimp’ which may process this data in the United States. ‘MailChimp’ participates in, and has certified its compliance with, the EU-US Privacy Shield Framework, and has agreed to abide by and process data in compliance with the Standard Contractual Clauses prescribed by UK Data Protection Law in order to provide an adequate level of protection for personal data. You have the right to unsubscribe from such mailings at any time.

## 7. How long do we keep your information?

The length of time we keep the information you have given us depends on the context in which you provided it. We will only keep information that is necessary for us to fulfil our purposes as detailed above, including sending e-News mailings, administering CTMK events, and for statistical purposes.

## 8. 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 Request Policy; please contact **admin@ctmk.church** for more information.

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. You can exercise your rights or obtain more information about them by contacting our Data Protection Officer by emailing **admin@ctmk.church**.

## 9. Viewing the information we hold about you

You may request details of all the information CTMK holds about you by submitting a written request to our Data Protection Officer. Please write to: The Data Protection Officer, CTMKT, 300 Saxon Gate, Milton Keynes MK9 2ES, or email **admin@ctmk.church**.

## 10. Cookies

We make use of cookies to enable us to analyse how visitors to our websites are using them and what pages they are visiting. This enables us to customise and personalise the content on our website. Cookies make the interaction between users and websites faster and easier. Without cookies, it would be very difficult for a website to allow a visitor to fill up a shopping cart or to remember the user's preferences or registration details for a future visit.

We use websites such as YouTube to embed videos on our websites and you may be sent cookies from them via our site. Please look at the cookie and privacy policies on these third party sites if you want more information about this.

We also use third party suppliers such as Facebook, Eventbrite and Google analytics and these suppliers may also make use of cookies.

As some of these third party services may be based outside of the UK and the EU, they may not fall under the jurisdiction of UK courts.

## 11. What is a cookie?

A cookie is a piece of information in the form of a very small text file that is placed on an internet user's hard drive. It is generated by a web page server, which is basically the computer that operates a website. The information the cookie contains is set by the server and it can be used by that server whenever the user visits the site. A cookie can be thought of as an internet user's identification card, which tell a website when the user has returned.