

## **Privacy Policy**

St Marylebone Parish Church is a charity registered in England and Wales under number 1129435. St Marylebone Parish Church respects your privacy and is committed to protecting your personal information.

This privacy policy sets out how St Marylebone Parish Church uses and protects any information that you give St Marylebone Parish Church when you use this website, book tickets or visit the church building. St Marylebone Parish Church is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used following this privacy statement.

Generally, we collect data from you when you visit our website, purchase tickets, join our mailing list, or create an online account, for the main purposes of:

- a) providing a service to you, such as the delivery of your tickets
- b) reporting to funders or sponsors
- c) marketing our performances and activities to the people who would like to hear about them; letting you know about events and classes that we think you would be interested in.

We may collect the following information about you:

- Your name
- Contact information, including email address and postal address
- Other relevant information
- Your IP address

St Marylebone Parish Church may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from July 2024.

For any questions about how we use your data, or to exercise your rights over your data, you can contact us on:

Telephone: +44 (0) 20 7935 7315

Email: [parishoffice@stmarylebone.org](mailto:parishoffice@stmarylebone.org)

Address: St Marylebone Parish Church, Marylebone Road, London, NW1 5LT

## **VISITING OUR WEBSITE**

We collect:

- your IP address
- the website you came from

- what kind of browser you're using
- what you do on the website including which links you follow.

We will link some of your technical information, such as your IP address, to your name and other personal details if you log in to the website or buy a ticket.

We use this information to make our website work in the first place, and to help us understand your experience of it and how to improve it.

## **Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

## **Your Rights**

You have the following rights regarding your personal data, unless exempt:

- the right to be informed about any personal information we collect and use about you;
- the right to access and request a copy of your personal information which we hold about you;
- the right to withdraw your consent at any time (where applicable);
- the right to request that we correct any personal information if it is found to be inaccurate, incomplete, or out of date;
- the right to request your personal information is erased where it is no longer necessary for us to keep such information

- the right to request a restriction is placed on further processing, for example where there is a dispute in relation to the accuracy or processing of your personal information;
- the right to object to the processing of your personal information;
- the right to obtain and reuse your personal information to move, copy or transfer it from one IT system to another. (only applicable for data held online)

### **Hiring the Venue**

When you hire part, or all, of our venue we will collect your name, contact address, contact telephone number and payment information.

If you're paying by payment card, our payment processor will collect and process your card details on our behalf. If you pay by cheque or invoice we will see your bank details as a consequence, but we will not store this information. We may also collect some personal information relating to the nature of the event for licensing purposes.

### **Visiting Us**

If you buy anything at our venue, we will only collect data if you use a payment card to allow us to process the payment – this is done by our payment processing partner not by us.

Our venue uses CCTV to ensure the security and safety of our visitors and staff. If you are captured on CCTV while in our venues this is part of your personal data and you have the rights over it that are set out later in this policy.

As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, are not held for more than 30 days. Once a hard drive has reached the end of its use, it will be erased before disposal.

### **Protecting your data**

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we use suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

We take the security of your data very seriously. We will always obey the letter and the spirit of the data protection laws that apply to us.