



POLICY STATEMENT

Our Commitment to Privacy

We know that privacy is important to you. This privacy policy reflects our respect for your privacy rights under the Privacy Act 1998. This policy describes how we will collect, use store, disclose and de-identify personally identifiable information that we collect or hold.

Information we collect

Riverlane will collect general information about you that is relevant to our organization. This may include general information such as your name, address, contact details, e-mail address and computers IP address.

We may also collect other types of personal information including which small group in the church you belong to, details of pastoral contacts, significant event details such as baptism, course completions etc. Other data may also be collected when you participate in Church activities or complete other forms.

Personal information is only collected when you knowingly provide it. For example, we may need to collect such information to provide you with information or a service you have requested.

You can generally visit our website (www.riverlanechurch.org) without revealing who you are or other personal information. We may use technology to keep track of which sections of our website you visit for internal purposes, including to help us improve our website and other services.

Our purpose for collecting personal information should be clear when we collect it. If you are uncertain, please contact us: info@riverlanechurch.org.

How we use your information and disclosure



Riverlane will only use your personal information as allowed by law. This means we may use it for the purpose it was collected, as disclosed to you at the time of collection, or as otherwise set out in this policy. If we want to use your information for any other purpose, we will first seek your consent unless we are not required to by law.

We generally only use or disclose your personal information to:

- Help us improve our website and services;
- Supply you with goods, services or information you have requested;
- To maintain contact with you about our work, new developments, offers and or events we think may interest you;
- Meet any legal requirements.

We do not use the information in any way other than in the furtherance of our objectives and purposes.

Video/Photographs

Images of individuals in photographs or film are treated as personal information under the Privacy Act where a person's identity is clear or can reasonably be worked out from that image. Riverlane upholds that all photographs and video footage of individuals will be use solely for church related purposes. In accordance with the Privacy Act, an individual's consent is required if the photograph or video records sensitive information about the individual.

In this case of circumstance, the individual will be asked for consent and permission before the material is publicised publically.

Internet "Cookies"

"Cookies" are small pieces of information that are stored by your website browser on your computer's hard drive. Cookies do not contain any personally identifying information, but they may be used to personalise your Riverlane (www.riverlanechurch.org) web page for your use.

When you visit this website a record of your visit is logged.
The following data is supplied by your browser:

- Your IP address and/or domain name;
- Your operating system (type of browser and platform);
- The date, time and length of your visit to the website;
- The resources you accessed and files you downloaded.



This information is used to compile statistical information about the use of our website. All websites collect basic information about your usage when visiting and or accessing a webpage.

If you do not want 'cookies' to be used, please adjust your browser settings to disable them.

Accessing and correcting your personal information

You can request access to the personal information that Riverlane holds about you by contacting us through email as set out below. We will provide you with access to your personal information, unless in certain circumstances may refuse to give access as required by law to refuse it. For example, where granting you access would infringe someone else's privacy.

In the case of amendment of inaccuracy, please advise us. We will take reasonable steps to correct your personal information where inaccuracies are identified.

Securing your information

Riverlane will take reasonable steps to keep secure any personal and sensitive information accurate and up to date, protected against loss, misuse or unauthorized access, modification or disclosure. Personal information is stored in a secure server or secure files.

If we therefore no longer a legal or business needs for us to retain the personal information, it is our policy to de-identify personal information where reasonable and or destroy personal information as needed. Only authorized personnel are permitted to access these details. We do not take responsibility for the security of

information that is outside our control such as when it is sent by post and or over the Internet.



Children and Young People Safeguarding

We believe that all of our children at Riverlane should be valued, safe and protected at all times. Therefore, all leaders of our Children and Young People's Ministry Team have an enhanced disclosure check through the Disclosure and Barring Service.

Riverlane takes this responsibility very seriously and, through teaching endeavours to safeguard the welfare of the children and young people entrusted to our care.

Changes to this policy

To keep up with regulatory, technical and organisational change, we may amend this policy from time to time by publishing the updated policy on our website. Please visit our website regularly to keep up to date with any changes.

Contacting us

If you have a question regarding this Privacy Policy or would like further information, you can contact us by email at: info@riverlanechurch.org.

Part of the Seventh-Day Adventist Church, UK