

## Website privacy notice

Please note that this privacy notice is owned by Ignite IT and has been drawn up specifically for use by Lisburn Christian Fellowship. It is not to be copied, amended or used by another party without the express permission of Ignite IT.

### 1. INTRODUCTION

This privacy notice provides you with details of how we collect and process your personal data through your use of our site [www.ignite.it](http://www.ignite.it)

By providing us with your data, you warrant to us that you are over 13 years of age.

**Ignite IT** is the data controller and we are responsible for your personal data (referred to as “we”, “us” or “our” in this privacy notice).

#### Contact Details

Our full details are:

Full name of legal entity: **Ignite IT**

Email address: **info@ignite.it**

Postal address: **414-415 Lisburn Enterprise Park, Lisburn, BT27 5DW**

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at [info@ignite.it](mailto:info@ignite.it)

For the purposes of clarity, a “Customer” of IGNITE IT is one who attends meetings, provides financial support, offers products and services (whether paid for or voluntary), is associated with us through communication, website and Social Media interaction and by association

### 2. WHAT DATA DO WE COLLECT ABOUT YOU, FOR WHAT PURPOSE AND ON WHAT GROUND WE PROCESS IT ?

Personal data means any information capable of identifying an individual. It does not include anonymised data.

We may process the following categories of personal data about you:

- **Communication Data** that includes any communication that you send to us whether that be through the contact form on our website, through email, text, social media messaging, social media posting or any other communication that you send us. We process this data for the purposes of communicating with you, for record keeping and for the establishment, pursuance or defence of legal claims. Our lawful ground for this processing is our legitimate interests which in this case are to reply to communications sent to us, to keep records and to establish, pursue or defend legal claims.
- **User Data** that includes data about how you use our website and any online services together with any data that you post for publication on our website or through other online services. We process this data to operate our website and ensure relevant content is provided to you, to ensure the security of our website, to maintain back- ups of our website and/or databases and to enable publication and administration of our website, other online services and organisation. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to

properly administer our website and our organisation.

- **Technical Data** that includes data about your use of our website and online services such as your IP address, your login data, details about your browser, length of visit to pages on our website, page views and navigation paths, details about the number of times you use our website, time zone settings and other technology on the devices you use to access our website. The source of this data is from our analytics tracking system. We process this data to analyse your use of our website and other online services, to administer and protect our organisation and website, to deliver relevant website content to you and to understand the effectiveness of the advertising of our services.. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website and our organization, to make you aware of our organisation and to decide our marketing strategy.
- **Marketing Data** that includes data about your preferences in receiving marketing from us and our third parties and your communication preferences. We process this data to enable you to partake in our promotions and events, to deliver relevant website content and advertisements to you and measure or understand the effectiveness of this advertising. Our lawful ground for this processing is our legitimate interests which in this case are to study how the public use our products/services, to develop them, to make you aware of our organisation and to decide our marketing strategy.
- We may use Customer Data, User Data, Technical Data and Marketing Data to deliver relevant website content and advertisements to you (including Facebook adverts or other display advertisements) and to measure or understand the effectiveness of the advertising we serve you. Our lawful ground for this processing is legitimate interests which is to make you aware of our organisation. We may also use such data to send other marketing communications to you. Our lawful ground for this processing is either consent or legitimate interests.
- Personal data that includes data about individuals We process this data as part of the administrative process required under legislation.

### **Sensitive Data**

As an organization which may provide support as part of what we do, or to manage employees and volunteers, we may need to collect the following sensitive data about you in order to deliver these services:

**Gender**

**Religion**

**Convictions**

**Health issues**

We require your explicit consent for processing sensitive data, so when you submit your details, we will send you a further communication asking for you to confirm your consent to this processing.

Where we are required to collect personal data by law, or under the terms of the contract between us and you do not provide us with that data when requested, we may not be able to perform some services for you, (for example, to meet with you you). If you don't provide us with the requested data, we may have to decline the help or service we are seeking to provide, but if we do we will notify you at the time.

We will only use your personal data for a purpose it was collected for or a reasonably compatible purpose if necessary. For more information on this please email us at [info@ignite.it](mailto:info@ignite.it) . In case we need to use your details for an unrelated new purpose we will let you know and explain the legal grounds for processing.

We may process your personal data without your knowledge or consent where this is required or permitted by law.

We do not carry out automated decision making or any type of automated profiling.

### **3. HOW WE COLLECT YOUR PERSONAL DATA**

We may collect data about you by you providing the data directly to us (for example by filling in forms on our site or by sending us emails). We may automatically collect certain data from you as you use our website by using cookies and similar technologies. Please see our cookie policy for more details about this.

We may also receive data from publicly available sources such as Companies House and the Electoral Register based inside the EU.

An individual's data may also be supplied by third parties directly associated with the service that we provide to that individual.

### **4. MARKETING COMMUNICATIONS**

Our lawful ground of processing your personal data to send you marketing communications is either your consent or our legitimate interests (namely to make you aware of our organisation). We will never share your data with a third party unless compelled to under legislation.

You can ask us or third parties to stop sending you marketing messages at any time by emailing us at [info@ignite.it](mailto:info@ignite.it)

If you opt out of receiving marketing communications this opt-out does not apply to personal data provided as a result of other transactions, such as financial transactions.

### **5. DISCLOSURES OF YOUR PERSONAL DATA**

We may have to share your personal data with the parties set out below:

- Service providers who provide IT and system administration services.
- Professional advisers including ministers of religion, lawyers, bankers, auditors and insurers
- Government bodies that require us to report processing activities.
- Agencies to improve cyber security, prevent fraud, money-laundering and illegal usage of data

We will not disclose any personal details to a third party unless compelled to by law.

### **7. DATA SECURITY**

We have put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed, or accessed without authorisation. We also allow access to your personal data only to those employees and partners who have a organisation need to know such data. They will only process your personal data on our instructions and they must keep it confidential.

We have procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach if we are legally required to.

[

### **8. DATA RETENTION**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

When deciding what the correct time is to keep the data for we look at its amount, nature and sensitivity, potential risk of harm from unauthorised use or disclosure, the processing purposes, if these can be achieved by other means and legal requirements.

For tax purposes the law requires us to keep basic information about those who can be described as our customers (for example, donors) including Contact, Identity, Financial and Transaction Data for six years after they stop being customers.

## **9. YOUR LEGAL RIGHTS**

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, transfer, to object to processing, to portability of data and (where the lawful ground of processing is consent) to withdraw consent.

You can see more about these rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of the rights set out above, please email us at **info@ignite.it**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive or refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you.

If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

## **10. THIRD-PARTY LINKS**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## **11. COOKIES**

Our cookie policy is on our website (You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our website may become inaccessible or not function properly. For more information about the cookies we use, please see our cookie policy.