

Privacy policy

Marriage Preparation Course

Online Booking Website

1. Introduction

- 1.1 Diocese of Salford – St Ambrose Deanery [We] are committed to safeguarding the privacy of our website visitors; in this policy we explain how we will treat your personal information.
- 1.2 By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

2. Credit

- 2.1 This document was created using a template from SEQ Legal (<http://www.seqlegal.com>).

3. Collecting personal information

- 3.1 We may collect, store and use the following kinds of personal information:
 - (a) information about your computer and about your visits to and use of this website (including [your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths]);
 - (b) information that you provide to us when using course booking form on our website;
 - (c) information that you provide to us for the purpose of subscribing to our email notification service;
 - (d) information that you provide to us when using the services on our website, or that is generated in the course of the use of those services (including [the timing, frequency and pattern of service use]);
 - (e) information contained in or relating to any communication that you send to us or send through our website (including the communication content and metadata associated with the communication); and
 - (f) any other personal information that you choose to send to us.
- 3.2 Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

4. Using personal information

4.1 Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website.

4.2 We may use your personal information to:

- (a) administer our website and business;
- (b) enable your use of the services available on our website;
- (c) supply to you services booked through our website;
- (d) send statements, invoices and payment reminders to you, and collect payments from you;
- (e) send you non-marketing commercial communications;
- (f) send you email notifications that you have specifically requested;
- (g) send you marketing communications relating to our business which we think may be of interest to you, by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications);
- (h) provide third parties with statistical information about our users (but those third parties will not be able to identify any individual user from that information);
- (i) deal with enquiries and complaints made by or about you relating to our website;
- (j) keep our website secure and prevent fraud; and
- (k) verify compliance with the terms and conditions governing the use of our website.

4.3 We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

5. Disclosing personal information

5.1 We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this policy.

5.2 We may disclose your personal information:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any ongoing or prospective legal proceedings;

- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- (e) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

5.3 Except as provided in this policy, we will not provide your personal information to third parties.

6. International data transfers

6.1 Currently, the servers hosting our website are located in the United Kingdom, however, the data may be transferred internationally, if the hosting company decides to move their servers abroad.

6.2 By using our website, you expressly agree to the transfers of personal information described in this Section 6.

7. Retaining personal information

7.1 This Section 7 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.

7.2 Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

7.3 Without prejudice to Section 7.2, we will usually delete personal data 3 years after the marriage preparation course session for which they were provided.

7.4 Notwithstanding the other provisions of this Section 7, we will retain documents (including electronic documents) containing personal data:

- (a) to the extent that we are required to do so by law;
- (b) if we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

8. Security of personal information

8.1 We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

8.2 We will store all the personal information you provide on our secure (password- and firewall-protected) servers.

- 8.3 You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

9. Amendments

- 9.1 We may update this policy from time to time by publishing a new version on our website.
- 9.2 You should check this page occasionally to ensure you are happy with any changes to this policy.
- 9.3 We may notify you of changes to this policy by email.

10. Your rights

- 10.1 You may instruct us to provide you with any personal information we hold about you; provision of such information will be subject to:
- (a) the payment of a fee (currently fixed at £10); and
 - (b) the supply of appropriate evidence of your identity (for this purpose, we need to see your original passport or driving license and a proof of current address, for example recent bank statement or utility bill (issued within 3 months of the date of request). We may photocopy these documents.].
- 10.2 We may withhold personal information that you request to the extent permitted by law.
- 10.3 You may instruct us at any time not to process your personal information for marketing purposes.
- 10.4 In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

11. Third party websites

- 11.1 Our website includes hyperlinks to, and details of, third party websites.
- 11.2 We have no control over, and are not responsible for, the privacy policies and practices of third parties.

12. Updating information

- 12.1 Please let us know if the personal information that we hold about you needs to be corrected or updated.

13. Cookies

- 13.1 Our website uses cookies.

- 13.2 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
- 13.3 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
- 13.4 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.
- 13.5 We may use both session and persistent cookies on our website.
- 13.6 The names of the cookies that we use on our website, and the purposes for which they are used, are set out below:
- (a) we use to recognise a computer when a user visits our website, track users as they navigate the website, improve the website's usability, administer the website and to collect usage statistics.

[additional list items]

- 13.7 Most browsers allow you to refuse to accept cookies. Please refer to your browser documentation to identify how to disable them, however please be aware of point 13.8 (below).
- 13.8 Blocking all cookies will have a negative impact upon the usability of many websites.
- 13.9 You can delete cookies already stored on your computer.
- 13.11 Deleting cookies will have a negative impact on the usability of many websites.

14. Data protection registration

- 14.1 We are exempt from registering as a data controller with the UK Information Commissioner's Office, as we are a not-for-profit organization.

15. Our details

- 15.1 This website is owned and operated by St Joseph's RC Church, Longsight, on behalf of St Ambrose Deanery (part of the Diocese of Salford).
- 15.2 The Diocese of Salford is a registered charity in England and Wales under registration number 250037 and our registered office is at *Cathedral Centre, 3 Ford Street, Salford, M3 6DP*

15.3 Our principal place of business is at St Kentigern's Parish Centre, Hart Road, Fallowfield, M14 7DW (for the purpose of the delivery of the Marriage Preparation Course).

15.4 You can contact us:

- (a) by post, using the following postal address: St Joseph's RC Church, Portland Crescent, Manchester, M13 0BU
- (b) by telephone, on 0161 224 4035
- (c) by email, at marriage@stjosephsmanchester.co.uk