

Privacy Policy & Website Disclaimer - Portsmouth Cathedral (portsmouthcathedral.org.uk)

This policy was last updated on the: 1st February 2019.

Privacy Policy

Portsmouth Cathedral is committed to respecting your privacy and protecting your personal information.

The Cathedral welcomes improvements to data protection laws and encourages discussion and debate on how we think about data privacy and how we manage to harness the power of data without sacrificing privacy and choice.

Our Privacy Policy explains the reasons why we collect personal information, the types of personal information we collect, how we use it, and your legal rights.

Why we collect personal information

Portsmouth Cathedral adopts the principle of collecting personal data for specified, explicit and legitimate purposes and does not further process data in a manner that is incompatible with those purposes.

We need to collect and process personal information in order to fulfil the following legitimate interests of Portsmouth Cathedral:

- To allow pre-arranged visits to the Cathedral for sightseeing, educational visits and some public events
- To organise events and services held at the Cathedral
- To perform religious ceremonies and services
- To ensure the safety and security of people who work in or visit the Cathedral
- To provide pastoral care
- To manage the Cathedral's fabric and collections
- To promote the work and activities of the Cathedral
- To support raising funds for maintaining the Cathedral, supporting choristers and delivering education and outreach work
- To allow Cathedral facilities to be hired for private events and services
- To sell Cathedral shop merchandise online
- To recruit staff and volunteers

In order to promote the work and activities of the Cathedral, we offer people the opportunity of choosing to receive periodical updates about news, events and activities at the Cathedral.

We are also required to collect and process personal information to fulfil contractual, legal and statutory obligations.

How we collect personal data

Generally, Portsmouth Cathedral receives personal data from the individual directly. We recognise the need to collect data in an appropriate way for the situation so utilise different methods:

- online
- email
- paper documents
- telephone
- on other occasions whilst you are visiting the Cathedral

For a small number of specific activities, personal data may be supplied by third parties. We will endeavour to inform you when this is the case as appropriate.

On occasion, photographs and video recordings are taken at some Cathedral services and events. Some of these may be utilised in our marketing, on our website, or on our social media channels.

We make use of publicly available information to establish and develop relationships with partners and supporters.

What personal information do we collect

For most purposes we need to collect your name and contact details. There are times when we need to collect additional information, typically the following:

- Requirements and statutory information for people arranging religious ceremonies and services such as weddings, baptisms, memorial services and confirmations.
- Requirements for people booking an educational visit to the Cathedral.
- Payment details for visitors pre-booking a sightseeing visit to the Cathedral.
- Payment details for visitors pre-booking tickets for a Cathedral event.
- Payment details and gift records for people who make donations to the Cathedral.
- Requirements for hiring a room or space in the Cathedral.
- Areas of expertise for people working in partnership with the Cathedral to either contribute to, support or organise Cathedral services and events.
- Areas of expertise for people providing goods and services to support the work of the Cathedral.

Who we may share your personal information with

Portsmouth Cathedral may collect your information for a specific purpose and will only share this information with a third party when it is necessary to do so in order to fulfil that purpose. This is typically for the following reasons:

- To trusted partners and suppliers involved in the organisation and delivery of Cathedral events and services.
- To trusted organisations providing specialist outsourced services to the Cathedral.
- To fulfil legal and statutory obligations.
- To fulfil contractual obligations.

Portsmouth Cathedral will not sell or rent your information to third parties.

Portsmouth Cathedral will not share your information with third parties for marketing purposes.

Social Media Platforms

Portsmouth Cathedral uses social media to communicate with our parishioners, visitors, and all other members of our community and beyond, about the activities and events which take place at Portsmouth Cathedral.

Communication, engagement and actions taken through external social media platforms that Portsmouth Cathedral, the Portsmouth Cathedral website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

The Portsmouth Cathedral website and social media accounts (Twitter, Facebook, Instagram, Youtube) will provide links to other independent websites, both within the Church of England and outside.

Portsmouth Cathedral is not responsible for the availability or content (including cookies) of external sites that may be linked to the Portsmouth Cathedral website or any of our social media accounts. If you find a broken link or if you have any questions or concerns about a link, please contact the Portsmouth Cathedral Offices – t: 02392823300; email: info@portsmouthcathedral.org.uk.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. Portsmouth Cathedral never asks for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

The Portsmouth Cathedral website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Shortened Links in Social Media

The Portsmouth Cathedral website and social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy “URLs” (web addresses) (this is an example, it will take you to the Portsmouth Cathedral website: <https://bit.ly/2INNq27>).

Users are advised to exercise caution and proper judgement before clicking any shortened URLs published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine URLs are published, many social media platforms are prone to spam and hacking, and therefore the Portsmouth Cathedral website cannot be held liable for any damages or implications caused by visiting any shortened links.

YouTube & Vimeo

If you play an embedded video on our site, there may a cookie set by YouTube or Vimeo containing anonymous, non-personally-identifiable information about the number of playbacks of embedded videos. If you are logged in to a Google account, you can find your privacy settings within your account settings. To find out more, please visit YouTube’s embedding videos information page.

As YouTube is owned by Google, you can find out more about YouTube through the Google Privacy Policy: www.google.com/intl/en/policies/privacy

Here is the Vimeo Privacy Policy: <http://vimeo.com/privacy>

Copyright & Photography

Any resources from the Portsmouth Cathedral website, newsletter, service list, or events leaflet, are the property of Portsmouth Cathedral. However, if you produce a newsletter or website which is not directly affiliated with Portsmouth Cathedral and you would like to use these resources, please gain permission from the Portsmouth Cathedral Offices.

Photographs within this website may not be reproduced for any purpose without prior permission which must be obtained in writing from the Chapter Clerk.

If you would like to know more about copyright in images please contact the Portsmouth Cathedral Offices – t: 023 9282 3300; email: info@portsmouthcathedral.org.uk.

Website Disclaimer

Information on this website is provided for general purpose information only, unless otherwise stated and is subject to change without notice.

Your regular review of these terms is assumed with your continued use of this website.

We do not provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or sustainability of the information and materials found and offered on this website for any particular purpose.

Despite our best efforts, this website in whole may contain errors, we do not accept liability for loss or damage caused by inaccurate information.

For use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products/services or information available including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from the loss of data or profits arising out of, or in connection with the use of this website meet your specific requirements; in no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from the loss of data or profits arising out of, or in connection with the use of this website.

We may include links to and from other sites, by following these links you are agreeing to the respective sites own terms and policies; 'we' hold not obligation or further contract once you have left the pages of our site and accept no responsibility or liability for the contents of these sites or their terms.

We hold no control over the content of such sites and disclaim any liability in respect of your use of such sites.

We do not like spam, and will never knowingly send spam to you.

We will never sell, rent or otherwise distribute or make public your personal information without your permissions.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit.

To learn more about cookies, you can visit www.aboutcookies.org. You will also find details on how to block and delete cookies from your computer as well as more general information about cookies. For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual.

You can find out more about cookies and how they work from Directgov (<https://www.gov.uk/help/cookies>)

Please be aware that restricting cookies may impact on the functionality of 'portsmouthcathedral.org.uk/' website

Who to talk to

If you would like to know more about Portsmouth Cathedral, our website or would like some advice about related information please contact the Portsmouth Cathedral Offices – t: 02392823300; email: info@portsmouthcathedral.org.uk.

Portsmouth Cathedral is committed to protecting your personal data but if for some reason 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).

We would be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

To exercise all relevant rights, queries, access or complaints please in the first instance contact the Chapter Clerk either by email: chapterclerk@portsmouthcathedral.org.uk or by post at Chapter Clerk, Portsmouth Cathedral, Cathedral Office, St Thomas's Street, Portsmouth, PO12HA

To find out more about your personal information and what you can do visit the ICO (Information Commissioner's Office) website: <https://ico.org.uk/for-the-public>

You can also contact the Information Commissioners Office on 0303 123 1113, via email <https://ico.org.uk/global/contact-us/email> at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Glossary of terms

'We', 'we', 'us', 'Portsmouth Cathedral': Cathedral Church of St Thomas of Canterbury, Portsmouth, PO1 2HA.