

---

## LIVING RIVERS LIGHTHOUSE PRIVACY NOTICE

---

### Contents:

#### Background

1. **Information about us**
2. **What does this notice cover?**
3. **What is personal data?**
4. **What are my rights?**
5. **What personal data do you collect and how?**
6. **How do you use my personal data?**
7. **How long will you keep my personal data?**
8. **How and where do you store or transfer my personal data?**
9. **Do you share my personal data?**
10. **How can I access my personal data?**
11. **How do I contact you?**
12. **Website information and GDPR**
13. **Changes to this Privacy Notice**

#### BACKGROUND:

LIVING RIVERS LIGHTHOUSE understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who contact us in any way, attends live events or meetings, or visits any of our virtual activities, including website and social media. We will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Please read this Privacy Notice carefully and ensure that you understand it. Your acceptance of our Privacy Notice is deemed to occur on your first use of our website / giving us information by any means of communication, including in person. If you do not accept / agree with this Privacy Notice, please stop using our site or services immediately or talk to us about your concerns.

Please note our website may contain links to other websites. We have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy notices (policies) of any such websites before providing any data to them.

#### 1. **Information About Us**

Living Rivers Lighthouse Hostel is part of Living Rivers Trust, a Registered Charity – number NI103314. Our main base is at 8 Linenhall St., Ballymena, BT43 5AL.

Contact us:

Phone: 028 2564 7654

e-mail: drharvey@livingrivers.cc

Privacy officer: Harvey Grahame-Smith

Web site: [www.lighthouse.org](http://www.lighthouse.org) (Going live in 2022)

## 2. **What Does This Notice Cover?**

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

## 3. **What Is Personal Data?**

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, "the Data Protection Legislation") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

## 4. **What Are My Rights?**

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified (corrected) if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.

- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- i) Rights relating to automated decision-making and profiling. we do not use your personal data in this way

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in Part 11.

## 5. **What Personal Data Do You Collect and How?**

Some of the ways information is collected include:

- When you contact us by mail, telephone, e mail, or interact with us through electronic means – including websites, social media, discussion groups, conference calls, mobile applications.
- When you support us through donations or purchase goods or services
- If you take up a voluntary, contracted, or employment position
- Where we provide services to you
- When you give information in person.

The information you give us may include identifiers such as your name, postal address, e-mail address, phone number, church attended, credit card or financial information, other personal information, description, age and/or photographs. Other information will be required if you are a volunteer, employee, or do contracted work.

We may also hold certain categories of sensitive information such as personal financial details, gender, marital status, full employment and educational history, references, medical and criminal records.

We also gather information on children with the consent of Parents / carers. Relevant information will also be given to children in an appropriate way. At the age of 13 children will also be asked for their permission for storing their information.

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information we may be unable to provide you with certain services or assistance requested.

The following may be collected during a website visit:

- i) Technical information, including your Internet protocol (IP) address (used to connect your computer to the Internet), login information (if appropriate), browser type and version, time zone setting, browser plug-in types and versions, and operating system and platform;
- ii) Information about your visit;
- iii) Information entered when completing forms or entering information.

## 6. **How Do You Use My Personal Data?**

Living Rivers Lighthouse will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, we will only use and disclose your personal information as follows:

- a) To establish and maintain your involvement with us, including informing you of events and activities;
- b) To provide the products or services you have requested;
- c) To answer your enquiry;
- d) To register you for events, conferences or promotions;
- e) To process any giving or other related matters;
- f) To assist us to make our sites, services and products more valuable;
- g) For direct promotion of products or services;
- h) To maintain accurate records of our employees & volunteers;
  - (i) To run criminal record checks for Safeguarding;

- (ii) For employment purposes;
- (j) To provide Pastoral care or support;
- (k) To meet any legal requirements or agreements for use of services.

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Part 11.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

If you desire to stop receiving e mails or communication, please “unsubscribe” using any link provided or by contacting us.

#### 7. **How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Generally speaking your information will be held whilst we provide you with a service and for seven years after your last contact with us. An exception for this if we had to hold it longer if required for legal or Governmental reasons.

#### 8. **How and Where Do You Store or Transfer My Personal Data?**

We will only store your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

The security of your personal data is essential to us, and to protect your data, we take a number of important measures, including the following:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality;
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner’s Office where we are legally required to do so;
- Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our website or Application. Any transmission

of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the website, or for any unauthorised access or use of that information.

- The safety and security of your information also depends on you. Where we have given, or you have chosen, a password for access to certain parts of our website or Application, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. We urge you to be careful about giving out personal information in public areas, comments sections, on Social Media or message boards.
  
- a) Only our staff, and volunteers that need to see the data can access it.  
b) We may store your information on computers, in paper form, or both.  
c) All computers that store any personal data are password protected.  
d) Laptop computers and similar devices are encrypted where applicable.  
e) Any paper files that hold personal information are kept securely and cross-cut shredded or securely disposed of as appropriate.

## 9. **Do You Share My Personal Data?**

We will not share any of your personal data with any third parties, outside requirements to give you support that you agree to, for any purposes, subject to the following exceptions.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 8.

## 10. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or

postal addresses shown in Part 11. To make this as easy as possible for you, a Subject Access Request Form is available, on request, for you to use. You do not have to use this form, but it is the easiest way to tell us everything we need to know to respond to your request as quickly as possible.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will aim to respond to your subject access request within three weeks and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

#### 11. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

e mail [drharvey@livingrivers.cc](mailto:drharvey@livingrivers.cc)

or write to us at: 8 Linenhall Street, Ballymena, BT43 5AL.

Please ensure that your query is clear, particularly if it is a request for information about the data we hold about you. Our Privacy Officer is Harvey Grahame-Smith.

#### 12. **Website information and GDPR**

Our website address is: <https://lighthousehostel.org>.

Comments: When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media: If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Cookies: If you leave a comment on our site you may opt-in to saving your

name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites: Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Who we share your data with: If you request a password reset, your IP address will be included in the reset email.

How long we retain your data: If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data: If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Where we send your data: Visitor comments may be checked through an automated spam detection service.

13. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on request, at our main site, and on any website. This Privacy Notice was last updated on 26<sup>th</sup> November 2021.