



## **Privacy Statement**

### OUR COMMITMENT TO PRIVACY

Your privacy is important to us. The Scripture Union Council, together with our various organising committees ("Scripture Union" or "we") are providing this notice to describe and explain our online information practices and the choices you can make about the way your information is collected and used.

### THE INFORMATION WE COLLECT AND HOW WE COLLECT IT

In general, you can visit this web site without telling us who you are or revealing any personal information about yourself. There are times, however, when we may need information from you. Personal information like your name, postal address and e-mail address is obtained only when voluntarily submitted. Scripture Union collects this information in different ways:

- Through the camp booking systems, surveys and other online forms
- Through the volunteer application and administration system
- Through our internally managed contact system which is shared with the online system To provide you with timely, high-quality information, we may also ask you to provide us with information regarding your personal interests and experiences with our camps, committees or retail outlets. Providing us with this information is optional. Personal data collected online may also be combined with information you provide to us through other sources such as personal contacts, or in conjunction with events such as music concerts, outreach events, training seminars and conferences. Information that you supply will relate to the relationship that Scripture Union has with you or your organisation. YOUR

### SCRIPTURE UNION PROFILE

Your Scripture Union profile is created using the data collected above. Creating a Scripture Union Profile enables you to:

- Specify your preferences related to Scripture Union' communication with you via e-mail or post
- Gain access to any restricted site content

- Subscribe to Scripture Union e-news and prayer letters which are delivered to your inbox and targeted to your interests
- Receive e-mail alerts when key content goes live
- Auto-populate form fields with personal information when you make online transactions or complete event booking forms. **INFORMATION ON MINORS** Scripture Union is a youth-focussed organisation, aimed at supporting the needs of young people and families. To support the services that we provide it is essential that we gather and hold information on minors (under 18 years of age). The information that we gather and hold on minors is no different to the information we gather and hold on adults. When a minor interacts with our camp booking system, we make it clear that all bookings are subject to the written consent of a parent or guardian. The parent or guardian can be provided with a full printed copy of the information disclosed by the minor.

### CONSENT FOR PHOTOS

Consent for photos is requested from the booker, for those under 18 attending Scripture Union Events. This permission is confirmed through the required signed consent form. Granting consent for photos means that photos taken by or on behalf of Scripture Union may:

- Be shared via a social network site or other photo sharing site
- Appear on the Scripture Union Website
- Be used in Scripture Union Promotional Materials Where consent for photos is not provided by the booker/parent/guardian, Scripture Union commits to make all reasonable efforts to ensure that any photos of the individuals will not be used as noted above where taken by or on behalf of Scripture Union. In the event of an individual (for whom photo consent has not been granted) appearing in a group photograph, Scripture Union will make every effort to obfuscate the individual where we wish to use the photograph. In the event of an individual appearing in a published image, without formal consent, Scripture Union commits to removing said image as quickly as possible, as far is practical and within its control. Scripture Union has no control over photos taken by campers at our events and we ask that cameras and mobile phones are not used in the bedrooms.

### DATA PROTECTION

Scripture Union, as a non-profit organisation, is exempt from registration with the Data Protection Commissioner as a Data Controller.

(<http://dataprotection.ie/viewdoc.asp?DocID=1089>).

Scripture Union does however recognise its christian and moral and obligations to safeguard information provided to us by our supporters and customers, to ensure that we only gather information which is absolutely necessary and to only hold it for as long as necessary.

## WEB SERVER LOGS

In the process of administering this site, we maintain and track usage through Web server logs. Web server logs provide information such as what types of browsers are accessing our site, what pages receive high traffic, and the times of day our servers experience significant load. We use this information to improve the content and navigation features of our site, and to optimise our performance on search engine rankings. Anonymised or aggregated forms of this data may be used to identify future features and functions to develop for the site and to provide better customer service.

## COOKIES

There are various technologies, including one called "cookies" which can be used to provide tailored information from a Web site. A cookie is an element of data that a Web site can send to your browser, which may then store it on your system. No publicly accessible web page on the Scripture Union website uses cookies. Some private Scripture Union pages use cookies or other technologies so that we can better serve you when you return to our site. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether to accept it. For more information, please refer to user information provided with your Web browser.

## TOKENS

Tokens are used in conjunction with the Camp Booking system and Volunteer System for the duration of your session only. These tokens are necessary to correct record information as you navigate from one screen to the next. Tokens become redundant once the application is completed or your browsing session is terminated.

## PERSONALISED URL LINKS AND PERSONALISED MESSAGE CONTENT

Occasionally, we may create a unique web URL link for certain visitors. (For example, links to consent forms, or camp booking payment screens). If you visit one of these sites, you may find forms that are already filled out with your name, or other types of information you have previously indicated an interest in, based on information you have given us before.

We may also personalise the content of newsletters, e-mail offers or invitations based on topics in which you have previously indicated an interest. We collect information about how you consume this type of personalised information in order to help us provide you with other information that is better tailored to your interests.

If you choose to visit one of these personalised web URL links, you are agreeing to allow Scripture Union to collect information about your visits and also to associate that information with other information about you and your relationship with Scripture Union. If you do not wish your information to be used in this way, do not accept the invitation to visit these sites.

If you decided that you want to fine-tune the information that Scripture Union is providing to you, this can be done through updating your Scripture Union profile or contacting us directly.

In order to make a payment for a camp booking, we will generate a unique URL to our Merchant Services Vendor – Realex. Realex will process your credit or debit card details on their

secure website. Once your payment has been validated, Realex will inform Scripture Union and your booking will be updated. At no time does Scripture Union have access to your credit or debit card information.

#### HOW WE USE YOUR INFORMATION

Scripture Union may use your personal information to:

- Fulfil subscription requests, orders for books, resources and camp bookings made online and to provide other information you request
- Make the Web site easier for you to use
- Help us customise content most relevant to your interests
- Notify you about important news concerning Scripture Union
- Notify you of new products and services, camps, technical support issues, events and special offers we think you may be interested in.

We may analyse some of our Web services such as registrations, resource sales, downloads, and e-mail responses at the individual level in order to improve the quality of those offerings and to better tailor our services to our subscribers, supporters and the general public.

#### SECURING YOUR INFORMATION

Scripture Union does not share any personal information with other Scripture Union entities or business partners for any purpose.

Scripture Union reserves the right to disclose any and all pertinent information to law enforcement or other governmental officials as we, in our sole discretion, believe necessary or appropriate.

#### CHOICE / OPT-OUT

Scripture Union offers you the choice of receiving different types of communication and information related to our activities and services. You may subscribe to e-newsletters or other publications; you may also elect to receive marketing communications and other special offers from us via e-mail. If at any time you would like to change your communication preferences, we will provide unsubscribe links and an opt-out mechanism for your convenience. You may also access and manage your preferences from your Scripture Union Profile page.

#### OUR COMMITMENT TO DATA SECURITY

Scripture Union is concerned about the security of your information. To prevent unauthorised access or disclosure, to maintain data accuracy, and to ensure the appropriate use of information, we have put in place reasonable physical, electronic, and managerial procedures to safeguard and secure the information we collect online. We, together with our technology partners, use encryption technology when collected or transferring sensitive data such as credit card information. Credit card numbers are used only for processing payment and are not used for other purposes.

## EXTERNAL LINKS

Links to third-party Web sites from this Web site are provided solely as a convenience to you. If you use these links, you will leave this site. We have not reviewed these third-party sites and do not control them. Scripture Union does not assume responsibility for any of these sites, their content, or their privacy policies.

Scripture Union does not endorse or make any representations about them or any information, software or other products or materials found there, or any results that may be obtained from using them. If you decide to access any of the third-party sites linked to this site, you do so at your own risk.

## OUR WORLDWIDE AFFILIATIONS

Scripture Union Ireland is an autonomous organisation, linked to Scripture Union organisations throughout the world through Scripture Union International.

Personal Information disclosed and used on this website is not shared with any other Scripture Union organisation.

## CHANGES TO THIS STATEMENT

If there are updates to the terms of Scripture Union's online Privacy Statement, we will post those changes here and update the revision date in this document so that you will always know what information we collect online, how we use it, and what choices you have. Your continued use of Scripture Union's web site following the posting of changes to this Privacy Statement means you accept those changes.

## YOUR ACCEPTANCE OF THESE TERMS

By using Scripture Union's Web site, you signify your assent to this Privacy Statement.

## HOW TO CONTACT US

Should you have comments or questions about this Privacy Statement, you may e-mail us at: [info@scriptureunion.ie](mailto:info@scriptureunion.ie).