

Urban Theology Union

Privacy Policy

The Urban Theology Union, a registered charity, is committed to respecting your privacy and to complying with applicable data protection and privacy laws.

We have provided this Privacy Policy Statement to help you understand how we collect, use and protect your information when you use our services/products and when you visit our website.

You can visit our website without disclosing any personally identifiable information about yourself (although please note that we may use cookies and collect other non-personally identifiable information about your browsing activity).

If you do submit personal information by, for example, making an enquiry, becoming a member, enrolling on a course, completing a web form or using the library, you can be assured that we will use your personal information only to support your continuing relationship with UTU.

Personal Information Collection

We endeavour to process your personal information lawfully, fairly and in a transparent manner on the basis that we have a legitimate interest to do so: typically, when you make an enquiry; become a member; use our services and products, including events; submit a job application or when you respond to communications from us.

The type of personal information we may collect includes your name, address, date of birth, telephone number, email address, financial information, religion and other background information. This is necessary for the successful delivery of courses and events, and to improve our understanding of our members/supporters/friends and to help us provide a better service to you.

If you choose to provide us with personal information it will be used in support of our charitable aims and the intended purposes stated at the time at which it was collected, and subject to any preferences indicated by you.

Non-personal Identifying Information

We may also collect non-personally identifying information in order to better manage and develop our service.

How will we use your information?

We may use your information for several purposes which includes managing your membership; delivering any services, products or information; responding to complaints; financial enquiries/follow up; verifying your identity when required (lost passwords), surveys, new products (courses, events). We may contact you by email or by other methods including mailchimp, phone or post.

You can contact us at any time to have your details removed from lists used by us, to update your information or to otherwise tell us how you would like to receive information. With our email list you may unsubscribe via a link at the bottom of each mailchimp email at any time. If you update your mailchimp preferences they will replace any previous data held in our mailchimp list.

When will we disclose your information to others

We may only disclose information about you and contact details to (i) agreed partners of UTU subject always to the terms of this Privacy Policy Statement. Our partners are Luther King House, the University of Manchester and York St John University; (ii) in the event that we undergo re-organisation or are sold to a third party, in which case you agree that any personal information we hold about you may be transferred to that re-organised entity or third party for the purposes and subject to the terms of this Privacy Policy Statement.

Please note that UTU does not sell or pass your personal information to third parties (other than as set out in the paragraph above) unless you have given us permission or unless it is strictly necessary to deliver the products and services ordered or used by you.

UTU may also be obliged to disclose your personal information to meet any legal or regulatory requirements (for example to comply with a court order) or obligations in accordance with applicable laws.

Social media, blogs, reviews

Any social media posts or comments you send to us (on the UTU Facebook page, for instance) will be shared under the terms of the relevant social media platform (e.g. Facebook / Twitter) on which they are written and could be made public.

Other people, not us, control these platforms. We recommend you review the terms and conditions and privacy policies of the social media platforms you use. That way, you will understand how they use your information, what information relating to you they will place in the public domain, and how you can stop them from doing so if you are unhappy about it.

Any comments you make about us on our social media will be shared with all other members of that service and the public. They must be not offensive, insulting or defamatory. You are responsible for ensuring that any comments you make comply with any relevant policy on acceptable use of those services.

How long do we keep your information for?

To make sure we meet our legal data protection and privacy obligations, we only hold on to your information for as long as we actually need it, for the purposes we acquired it for in the first place.

In most cases, this means we will keep your information for as long as you continue to use our services, and for a reasonable period of time afterwards if you stop doing so: for example, to comply with HMRC requirements in relation to Gift Aid (6 years), or in case you wish to renew your membership. After that we will delete it other than where we lawfully can keep any data for audit or legal reasons.

Access to your Information

You can write to us at any time to obtain details of the personal information we may hold about you. Please write to: office@utusheffield.org.uk

We would be grateful if could also provide brief details of what information you want a copy of (this helps us to more readily locate your data).

We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Information Security

UTU recognises that its customers are increasingly concerned about how companies protect personal information from misuse and abuse and about privacy in general. UTU reviews its technical, physical and managerial procedures to protect your personal data.

Please be aware that communications over the Internet, such as emails/webmails, are not secure unless they have been encrypted. UTU cannot accept responsibility for any unauthorised access or loss of personal information that is beyond our control.

Privacy Support

UTU reserves the right to amend or modify this Privacy Policy Statement at any time and in response to changes in applicable data protection and privacy legislation.

If we decide to change our Privacy Policy, we will post the changes on our website so you know what information we collect and how we use it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will tell you. You will have a choice as to whether or not we are able to use your information in this different manner.

If you have any enquiry about UTU's privacy policy or practices, please contact office@utusheffield.org.uk

Monitoring and or recording of your Communications

Monitoring or recording of your calls, online sessions (e.g. podcasts), emails, text messages and other communications may take place in accordance with UK law, for educational and training sessions.

By joining as a dues-paying member of UTU you agree to our Privacy policy. By submitting any personal data to UTU you agree to our Privacy policy.

You have the right to complain to the Information Commissioner's Office if you are not satisfied with the way we have dealt with a complaint regarding our handling of your data.

<https://ico.org.uk/make-a-complaint/>
