

First Presbyterian Church Saintfield, Website Privacy Policy

This policy explains what personal information First Presbyterian Church Saintfield collects through its website, firstsaintfield.church, and what we do with it. It covers the website only. Information we hold about members and those involved in church life is covered by our wider church privacy notice, available from our Church Office on request.

Who we are

First Presbyterian Church Saintfield is the data controller for information collected through this website. We are a congregation of the Presbyterian Church in Ireland 105242.

If you have any questions about this policy or about your information, contact the church office:

- Email: office@firstsaintfield.church
- Phone: 028 9751 9883
- Post: 21 Main Street, Saintfield, BT24 7AA.

What information we collect

You can read the whole website without telling us who you are. We only collect personal information in these ways.

When	What we collect
You send a contact form (the main Contact Us form or one on an organisation page)	Your first and last name, telephone number, email address and your message. The website also records your IP address and the type of browser you used, to help us deal with spam and misuse.
You email or phone the church office using details on the site	Whatever you choose to tell us.
You visit the website	Our hosting provider, SiteGround, keeps standard server logs, which include IP addresses, pages requested and the date and time. We also use Independent Analytics, which counts page visits on our own website without using cookies and does not share the information with anyone else.
You click one of our Google adverts and then use	If you accept advertising cookies, Google records

When	What we collect
the website.	that you arrived from one of our adverts and whether you then sent a contact form or clicked our phone number or email address. We only see total numbers, not who you are.

Please do not include sensitive details, such as health or financial information in a contact form. If your message tells us something about your religious beliefs or personal circumstances, we will treat it with care and only share it with the person who needs to respond.

How we use your information

We use the information you send us to reply to your enquiry and for nothing else. We do not sell it, share the contents of your message with advertisers, or add you to a mailing list because you filled in a form.

Under UK data protection law we must have a lawful basis for using personal information. Ours are:

Purpose	Lawful basis
Replying to an enquiry and passing it to the right person, for example an organisation leader	Legitimate interests: it is reasonable for us to answer a message you have sent us.
Keeping the website secure and dealing with spam	Legitimate interests: protecting the website and the people who use it.
Publishing photographs or video in which a person can be identified	Consent, or legitimate interests for general shots of public worship and events. See the section on photographs below.
Handling information about religious belief contained in a message	This is special category data. We handle it as part of the legitimate activities of a religious not-for-profit body, or with your explicit consent.
Measuring whether our Google adverts help people find the church	Consent, which you give or refuse using the cookie banner. You can change your choice at any time.

Who we share it with

Contact form messages are stored on the website and emailed to the church office. If your message is for a particular organisation, we pass it to that organisation's leader so they can reply. We do not share your details with anyone outside the church unless the law requires it, or we need to act on a safeguarding concern.

The website also relies on services run by other companies. Some of these receive information about your visit, such as your IP address, when a page containing their content loads.

Service	What it does on the site
YouTube (Google)	Plays our recorded and live-streamed services.
Buzzsprout	Hosts the audio recordings of our sermons.
ChurchSuite	Supplies the calendar and list of upcoming activities.
Google Maps	Shows the maps on the Contact Us and Plan Your Visit pages.
Microsoft OneDrive	Hosts the weekly announcement sheet for download.
Website hosting (SiteGround)	Stores the website and its server logs.
Google Ads	Shows our adverts in Google search results and, if you accept advertising cookies, measures whether they lead to enquiries.
Cookie banner (Cookiez)	Records the cookie choice you make so we can respect it.

Each of these companies has its own privacy policy explaining how it uses information. Some of them may process information outside the UK.

Cookies

Cookies are small files a website stores on your device. Some are set by our website and some by other services whose content appears on our pages. When you first visit, a banner asks which optional cookies you accept. Accepting and declining are equally easy, and nothing optional is switched on until you choose.

Cookie	What it does and when it is set
Essential	Keep the website secure and working, and remember your cookie choice. Always on, as the site needs them to work.
Editors only	Keep church staff and volunteers signed in while they update the website. Only set for people who log in to edit.
Maps (Google Maps)	Show maps on the Contact Us and Plan Your Visit

Cookie	What it does and when it is set
	pages. Only set if you accept.
Calendar (ChurchSuite)	Shows the church calendar on the Home and What's On pages. Only set if you accept.
Videos (YouTube)	Plays our recorded and live-streamed services. YouTube may set cookies when a video loads or when you play it.
Advertising (Google Ads)	Tells us when someone who clicked one of our Google adverts goes on to contact us. Only set if you accept, and kept for up to 90 days.

If you decline optional cookies, the maps and calendar will not appear, but our address and service times are always shown on the Contact Us and Plan Your Visit pages.

We count visits to our pages with a tool that runs on our own website and does not use cookies or share information with anyone else. We do not use social media tracking pixels or cookies that follow you around other websites.

You can change your choice at any time by reopening the cookie settings on the website or by clearing cookies for this site in your browser, which brings the banner back. You can also block cookies in your browser settings, although blocking essential cookies may stop parts of the website working.

Children, young people and photographs

Several pages describe our work with children and young people. We do not knowingly collect personal information from children through the website. Enquiries about children's and youth organisations should be sent by a parent or guardian.

We publish photographs and video of church life, including recordings of our services.

- We do not publish a photograph in which a child can be identified without the consent of a parent or guardian.
- We do not publish children's names alongside their photographs.
- Our services are recorded and streamed, and people attending may appear in the recording.
- If you appear in a photograph or recording on the website and would like it removed, contact the church office and we will take it down promptly.

How long we keep it and how we protect it

We keep information only for as long as we need it.

Information	How long we keep it
Contact form messages stored on the website	Deleted after 12 months

Information	How long we keep it
Emails received by the church office	Deleted after 2 years unless needed for an ongoing matter
Server logs	Set by our hosting provider
Photographs and recordings	Until they are no longer relevant, or sooner if you ask us to remove them
Advertising cookies (Google Ads)	Up to 90 days on your device

The website uses a secure (https) connection, so information you send through a form is encrypted on its way to us. Access to the website's administration area is limited to a small number of authorised people. No website can be guaranteed completely secure, but we take reasonable steps to protect your information.

Your rights

Under UK data protection law you have the right to:

- ask for a copy of the information we hold about you
- ask us to correct information that is wrong
- ask us to delete your information
- ask us to limit how we use it, or object to our using it
- withdraw consent at any time, where we rely on your consent

To use any of these rights, contact the church office using the details above. We will reply within one month and there is no charge.

If you are unhappy with how we have handled your information, please tell us first so we can try to put it right. You also have the right to complain to the Information Commissioner's Office at ico.org.uk or on 0303 123 1113.

Changes to this policy

We may update this policy from time to time, for example if we add a new feature to the website. The current version will always be on this page, with the date it was last updated.

Last updated: 4th November 2026 by Congregational Secretary.