



Oceans London

Privacy Policy
2025

PRIVACY POLICY

Oceans takes your privacy seriously.

This policy sets out how we will deal with any personal information we collect from you or that you provide to us. If you are part of the congregation the whole statement is relevant to you. If you are not a part of the congregation only parts of it will apply to you.

We will collect and deal with your personal information in accordance with The latest Data Protection Act. For the purpose of the Act we are the data controller of the personal data we hold about you.

1.0. PERSONAL INFORMATION WE MAY OBTAIN FROM YOU – IF APPROPRIATE

Your name

Your address

Your phone number(s)

Your email address

Your date of birth

Your marital status

When you were baptised

Your role(s) within Oceans

Attendance at meetings, events and training

Dates and times you are on a rota, holiday dates

Information contained in emails or other correspondence from you and records of telephone calls or meetings with you

Information that you share with us for the purposes of pastoral care

Information about your health including any mental or physical conditions that you notify us about

Information contained in checks provided by the Disclosure and Barring Service

The results of a DBS check

Any criminal record

Your religious beliefs

2.0. WHY WE OBTAIN YOUR DATA

Pastoral care (this will include anything you tell us unless you tell us not to record it)

To tell you about events that we are running which we think may be of interest to you

To help us organise rotas, small groups

When you are available for serving on a rota

To maintain appropriate safeguarding arrangements for our children, young people and vulnerable adults

To carry out a DBS check

3.0. HOW WE WILL COLLECT PERSONAL INFORMATION – IF APPROPRIATE

We may collect personal information from you when you attend a meeting/event, speak to us in person or you may fill in a paper or electronic form

We may collect personal information (references) from other heads of departments if you apply for a volunteer position.

4.0. WHERE WE STORE YOUR PERSONAL INFORMATION

We are committed to storing your personal information securely

We may store your information on computers, laptops, in paper form or both

All computers or laptops that store any personal information are password protected

Any paper files that hold personal information (other than names and contact details) are kept on secure premises in locked filing boxes/cabinets.

We will take reasonable, necessary steps to ensure that your personal information is treated securely and in accordance with this privacy statement. We will use strict procedures and security features to prevent unauthorised access.

5.0. WE MAY SHARE NECESSARY INFORMATION WITH OTHERS IN OCEANS TO:

Enable them to provide pastoral care and support for you

Ask them to pray for you

Let them know when you are on a rota

6.0. HOW LONG WE STORE YOUR PERSONAL INFORMATION

We will store your information for no longer than reasonably necessary, usually for the time that you are attending Oceans. After this time, we may continue to hold your contact details for as long as you agree in order to keep you informed about meetings/seminars/events.

All credit/debit card information provided for donations are processed securely through third party service providers. These details are not recorded or stored on our systems.

7.0. SHARING PERSONAL INFORMATION

We will not share your personal information with third parties without your consent, except as you might reasonably expect e.g. if you book to attend a residential conference, we may pass your name to the hotel or where we are approached for a reference by another organisation

8.0. EMPLOYEES/CONSULTANTS

We collect the following personal information:

Your name

Your address

Your telephone number(s)

Your email address

Your bank account details

Your previous employers reference

Your religion

The personal information you provide in your application and as part of the recruitment process will only be held and processed for the purpose of selection processes and in connection with any subsequent employment or placement.

Your personal information will be retained only for as long as is permitted by UK legislation and then destroyed.

Your information may be shared with third parties as legally required e.g. HMRC, Pensions, Accountants

9.0. COOKIES

Our website uses cookies to allow you to carry information across pages of our website and avoid having to re-enter information when you return to our site.

To measure our website traffic and analyse how our website works. This will allow us to make changes to our website in the future and to make it easier to use.

You can accept or decline cookies by modifying the settings in your browser.

10.0. CHANGES TO THIS PRIVACY POLICY

This privacy policy may change from time to time. Please check back on a regular basis to make sure you are aware of any updates.

11.0. YOUR RIGHTS

Under UK legislation you have a number of rights about how your personal information is processed. Full details of your personal rights can be found on the Information Commissioner's Office website at <https://ico.org.uk>

You have the right to request access to the personal information we hold about you.

You have the right to have inaccurate and incomplete information rectified.

You have the right to have the personal information we hold on you deleted (except where we are required to retain it by law)

You have the right to restrict the processing of your personal information in certain circumstances

12.0. WITHDRAWING CONSENT

Personal information that is held on consent will only be processed as long as we have your consent. To withdraw your consent, you can contact us by emailing us at info@oceanslondon.co.uk

If you are unhappy with how we have handled your information you may complain to the Information Commissioner's Office at <https://ico.org.uk>