

Privacy Policy

Last updated: 14 March 2025

Introduction

This Privacy Policy explains how St Ethelburga's Centre for Reconciliation and Peace uses and protects any personal information that you provide. We are committed to ensuring that your privacy is protected and that any information by which you can be identified will only be used in accordance with this policy.

Who We Are

St Ethelburga's Centre for Reconciliation and Peace is a company limited by guarantee, registered in England and Wales (Company No. 6408424) and a registered charity (Charity No. 1121983), with its registered office at 78 Bishopsgate, London, EC2N 4AG.

St Ethelburga's Centre Trading Ltd is a wholly owned subsidiary of the Charity and is also a company limited by guarantee, registered in England and Wales (Company No. 10300521). This policy applies to both entities.

Information We Collect

- Personal details you voluntarily provide, such as name, email address, postal address and telephone number.
- Records of correspondence if you contact us.
- Details submitted in applications for programmes, events, volunteering or employment.
- Photographs or video recordings (used internally or externally only with your consent).
- Website usage data, including traffic data, IP address, browser type and operating system (non-identifiable).
- CCTV footage collected for security purposes at our premises.

Payment Information

We do not store or process your payment card details. All payments are handled securely by third-party payment processors such as Stripe. These providers are contractually required to keep your information confidential.

How We Use Your Information

- To provide services, products, and information you request.
- To meet contractual and legal obligations.
- To communicate changes to our services or website.
- To send marketing communications where consent has been given.
- To maintain internal records and improve our services.
- For fraud prevention and risk management.

Use of Artificial Intelligence

We may use AI-powered tools (including services provided by OpenAI and Anthropic) to help extract, organise, and summarise information from communications you send us, such as emails or enquiries, for use within our Customer Relationship Management systems.

Security

We are committed to ensuring that your information is secure. While no method of transmission over the Internet is completely secure, we implement appropriate technical and organisational measures to protect your data once received.

International Data Transfers

Your data may be stored or processed outside the UK or EEA where our service providers are located. In such cases, we take steps to ensure appropriate safeguards are in place in accordance with data protection legislation.

Cookies

Our website uses cookies. For full details, please refer to our Cookie Policy available on our website.

Data Retention

We retain personal data only for as long as necessary to fulfil the purposes outlined in this policy, unless a longer retention period is required by law.

Your Rights

- The right to access your personal data.
- The right to rectification of inaccurate information.
- The right to erasure of your personal data.
- The right to restrict or object to processing.
- The right to data portability.

Changes to This Policy

We may update this Privacy Policy from time to time. Please review it periodically to stay informed about how we protect your personal information.

Contact Us

If you have any questions about this Privacy Policy or how we handle your personal data, please contact us at:

St Ethelburga's Centre for Reconciliation and Peace

78 Bishopsgate, London, EC2N 4AG

Email: enquiries@stethelburgas.org