

Information we may collect about you when you sign up for one of our events... What we use this information for

**Introduction**

When you sign-up to participate in an event run by us, we will maintain a certain amount of information about you for the purpose of event management.

**Name, email and phone number**

When you sign-up to an event, you will be required to supply your name, email address, and contact phone number. We will use this information to identify you as the person coming to the event, and to communicate with you if we need to contact you about the event, including sending you an email sign-up notification, which also serves as your payment receipt (for pay event tickets) and may also serve as your ticket to gain entry to the event.

**Tickets**

We'll maintain a record of any tickets you selected as part of the sign-up process, including the responses to ticket questions asked on the sign-up form. We do not retain a record of payment card details used to purchase 'pay' tickets, however we will maintain payment transaction details of ticket payments for the purpose of accounting and financial reporting.

**Email and telephone number**

In addition to communicating with you about the event, we may also communicate with you about church news or other similar events or initiatives (if you have agreed to receive these from us).

For example, in follow up to attending a discipleship course we may contact you about some helpful next steps with the church and things you might like to get involved in. Similarly, if you've signed up for an event and are later absent – we may contact you as a courtesy and may offer you an alternative event if that is possible.

**Attendance**

We often welcome people who may be considered vulnerable, at risk and children at events. For safeguarding purposes, we may record attendance at events.