



Privacy Policy

City Church Newcastle will only collect personally identifiable donor information that is necessary to process a Paypal Virtual Terminal transaction. This will be the donor's name and billing address, card type, card number, card expiry date, card security code and the amount they wish to give. Donors will also have the option of providing a telephone number in case they need to be contacted to clarify any information given. Information will be collected by the completion of a 'Direct Giving Form' by the donor.

The information provided will only be used for the purposes of carrying out the single transaction for the amount stated by the donor.

The information will not be shared with any third party.

Donors will be offered a receipt for their transaction, to be sent to the billing address provided.

Any Direct Giving Forms that are completed will be stored in the safe with the rest of the Sunday's offering until there is an opportunity for the Office Manager to process the virtual terminal transactions during office hours, preferably Monday morning. As soon as the information has been used to process the single transaction stated the information will be permanently destroyed.

City Church Newcastle will not store any financial details (including credit and debit card details) given by donors.

Once the donor has filled in a Direct Giving Form and the information has been received by City Church Newcastle it will not be possible to correct any inaccuracies in information.



Returns Policy

Any donations that are made to City Church Newcastle using the Paypal Virtual Terminal process will be non-refundable.



Cancellation Policy

Once a donation has been made to City Church Newcastle using the Paypal Virtual Terminal process, the donor will not be able to cancel the transaction.

