

DATA PRIVACY NOTICE

Christian Hope International Charity No. 1061526

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data.

Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Board of Trustees of Christian Hope International is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Board of Trustees of Christian Hope International complies with its obligations under the "GDPR" by:

- keeping personal data up to date;
- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse, unauthorised access and disclosure and
- ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To inform you of news, events and activities of Christian Hope International
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To provide statistical analysis to gain better understanding of supporter engagement
- To administer supporter records;
- To maintain our own accounts and records (including the processing of gift aid applications)

4. What is the legal basis for processing your personal data?

Explicit consent of the data subject is required so that we can keep you informed about news, events, and activities and process their gift aid donations.

Processing is necessary for carrying out obligations under employment, social security or social protection law

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of Christian Hope International for purposes connected with the Christian Hope International. We will not share your data with third parties outside of Christian Hope International without your explicit consent.

6. How long do we keep your personal data[1]?

We take the principles of data minimisation and removal seriously and ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

7. How do we store your personal data?

- On the main Christian Hope International database. Christian Hope International will not share data subjects' information with any other parties without the data subjects' explicit consent.
- In hard copy or on computer. All offices containing personal data of any form shall be locked when unoccupied by a staff member. All computers are password protected. When destroying personal data, paper documents will be shredded.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Board of Trustees of Christian Hope International holds about you;
- The right to request that the Board of Trustees of Christian Hope International corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Board of Trustees of Christian Hope International to retain such data. We will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- The right to lodge a complaint with the Information Commissioners Office.
- A full summary of your legal rights over your data can be found on the Information Commissioner's website; <https://ico.org.uk/>
- If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you.

9. Further processing

If the Board of Trustees of Christian Hope International wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

Our Data Protection Co-ordinator, the Managing Director of Christian Hope International, is responsible for ensuring compliance with the Act. Any questions or concerns about the interpretation or operation of this policy should be taken up in the first instance with them.

This policy is not part of any contract of employment but it is a condition of employment that employees and others who process personal data will adhere to the rules of the policy. Any breach of the policy will be taken seriously. Any volunteer or employee who considers that the policy has not been followed in respect of personal data about themselves or others should raise the matter with the Data Protection Co-ordinator in the first instance.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.