



DATA PRIVACY POLICY

Organisation: Crown Jesus Ministries

Address: 7 Calvin Street, Belfast BT5 4NS

T: 028 9073 8338 E: info@crownjesus.org

W: www.crownjesus.org

This privacy policy details what information we hold, how we may use it, and what your rights are.

Summary

We collect information that is personal data. Personal data is information that can be used to help identify an individual, such as name, address, phone number, email address.

- We collect information from people who engage with Crown Jesus Ministries. This could be schools, churches, agencies, supporters, donors, suppliers, volunteers and those who participate in our programmes or events.
- We collect information to provide services or goods, to provide information, to fundraise for our work, to resource our activities, fulfil our charitable objectives and for administration. We only collect the information that we need or that you agree we can collect.
- We do our best to keep personal information secure wherever we collect personal data online.
- We never sell your data and we will never share it with another company or charity for their own purposes.
- We only share data where we are required by law or with carefully selected service providers who carry out work for us. We recognise the importance of ensuring that all our service providers treat your data as carefully as we would, use it only as instructed, and allow us to check that they do this.

What information do we collect?

We only collect the information we need or which you agree we can collect.

We collect information that you give us directly in relation to specific activities for example:

- make a donation
- register/ attend an event
- register interest in one of our programmes
- purchase a book/ resources
- register to receive our prayer letter, either by post or email
- register to receive free resources or participate in a programme
- complete a survey, questionnaire or feedback form
- respond to a social media campaign

Information that you give us indirectly

Your information may be shared with us by fundraising sites like MyDonate or JustGiving. These independent third parties will only do so when you have indicated that you wish to support Crown Jesus Ministries and with your consent.

Information from public sources

We may combine information you provide us with information from public sources to help us to better understand our supporters. Such information may be gleaned from information that has been published online and in print.

Children and Young People

Young people aged over 13 can consent to data being collected and used. Please refer to our **Data Protection Policy – Children and Young People** for full details.

How do we use personal data?

The personal data that you provide may be used in the following ways:

- to process any donation(s) we may receive from you, to claim Gift Aid on these donations and to update you on how your donations are being used
- to process event bookings
- to set up standing orders and process one-off payments
- to provide you with information that you have requested about our work or our activities
- to provide you with information about other resources, events or programmes we offer that are similar to those you have already enquired about and to which you have not objected to receiving
- to communicate with supporters
- to record the contact that we have with you
- to provide you with our prayer letter (where you have consented to receiving this information)
- to invite you to provide feedback on a programme or event
- for administration purposes, e.g. we may contact you about a donation you have made or event you have expressed an interest in or registered for
- for internal record keeping, such as the management of feedback or complaints
- to further our legitimate charitable aims such as sending you information about how donations are being used or sending you an annual report

Withdrawing consent

You can choose at any time to stop receiving materials or to amend those which you receive. Please email info@crownejesus.org or telephone 028 9073 8338

Do we sell or share personal information?

No – we will not sell or share your personal information with other organisations to use for their own purposes.

However, when we run events in collaboration with another named organisation, your details may need to be shared with them in order to help us deliver the event.

Who has access to your personal information?

We take the necessary steps to ensure that information held about you is stored securely and only accessed by those who are processing the data. Our data security is reviewed on a regular basis.

How long do we keep your data for?

We will hold your data for as long as is needed to fulfil the function for which we hold the data or as long as is required by law. For example, HMRC requires us to keep a record of donations, Gift Aid and financial transactions for seven years.

If you request that we stop sending you marketing or fundraising information, we will keep a record of your contact details and appropriate information to enable us to comply with your request.

Information that is no longer required will be disposed of in a secure manner.

What are your rights?

The Data Protection Act and General Data Protection Regulations give you certain rights over your data and how we use it. You have the right to:

- request a copy of the information we hold about you and details of what we do with that information (known as a **subject access request**)
- update or amend the information we hold about you if it is wrong
- change your communication preferences at any time
- withdraw your consent to use of your personal information where we are relying on consent as the legal ground for processing it
- ask us to remove your personal information from our records
- ask us to restrict the processing of your personal information
- obtain a portable copy of certain personal information where this is processed automatically
- object to the processing of your information for marketing purposes
- raise a concern or complaint about the way in which your information is being used

Any of the above can be done by contacting info@crownjesus.org. We may ask for reasonable proof of your identity before providing you with information or carrying out any of the above actions.

If you wish to raise a data protection concern or complaint with a supervisory body, you can address a complaint to the Information Commissioner's Office. For more information, visit www.ico.org.uk.