

UKAFC Data Privacy Notice

Your Personal Data

Personal data is information which relates to a living person who can be identified from that data. Your contact with us means that we come into possession of personal data, and it may mean that we can identify you from the data. Processing the data is now governed by the General Data Protection Regulations (GDPR).

We are UK Ambassadors for Christ (UKAFC). A data controller, by law, which simply means that we take decisions about how your personal data is processed and for what purposes. Processing includes storing and using data.

Under GDPR we are required to comply with obligations to keep personal data up to date, store and destroy it securely, not collect or retain excessive amounts of data, protect it from loss, misuse, unauthorised access or disclosure, and ensure that appropriate technical measures are taken to protect it.

What we do with your personal data

We may use your personal data for the following aspects:

- To be able to let you know about our work which may be interests to you, including news and details of events and conferences
- To maintain our accounts and financial records – including Gift Aid administration
- For the efficient administration of our staff team and volunteers.
- To let you know of opportunities to support our work in prayer, volunteering, and gift giving.

Processing your personal data

We process data on a lawful basis, the main ones being consent and Legitimate Interest. Processing enables us to keep you informed about our work, our news, activities, support opportunities, and to process gifts and gift aided gifts. If sensitive personal data is received, it is processed only where there is sufficient direct personal contact with UKAFC to make it appropriate.

Some personal data may be processed using commercial programmes e.g. Google mail, Google Docs, Facebook, WhatsApp. Where we use companies based outside the EU we will take reasonable steps to ensure that there is an adequate level of protection for the data collected and processed in this way. You are advised also to check you are happy to input data to such programmes.

Will we share your personal data?

We will not share your personal data with any third party unless required to do so by law (e.g. Gift Aid claims to HMRC). Data may be used as mentioned above solely within UKAFC and only for the purposes of our work.

Is data kept forever?

No, we cannot retain it forever. Records such as Gift Aid and accounting records must to be kept for at least 6 years. We periodically update our records to remove outdated data.

Your rights – your data

Subject to limited exemptions under GDPR you have the following rights:

- To request a copy of the personal data UKAFC holds about you
- To request that we correct any personal data we hold which is inaccurate or out of date
- To request erasure of personal data where it is no longer necessary for UKAFC to hold it
- To withdraw consent to processing at any time
- To request UKAFC to provide you with your personal data and to transmit that data to another data controller (data portability)
- To restrict data processing
- To object to processing (in limited circumstances)

To complain to the Information Commissioner's Office (details below)

- Contact details:

If you have any concern about our use of your personal data, please contact us first at UKAFC, 2 Finham Green Road, Coventry, CV3 6EP. Email: info@ukafc.org. We may be able to resolve any query quickly and simply.

- The Information Commissioner's Office, Wycliffe House, Wilmslow SK9 5AF