



HAVE FAITH PROJECTS

PRIVACY POLICY

Have Faith Projects
UK Registered Charity No. 1138387 (May 2010)
Effective from 25th May 2018

PRIVACY MISSION STATEMENT

Our Mission is:

- To respect the confidentiality of personal information
- To protect individuals' right to privacy
- To maintain confidence and trust in the way we handle personal data by introducing technical and organisational measures in order to protect the security and the confidentiality of the personal data we collect and process.

This Privacy Policy explains how and why we collect, manage, retain and share personal data about you and what measures we take to comply with the legislation and to keep personal data secure for the period required.

Information About Have Faith Projects

Have Faith Projects has its registered address at 8 Rosyth Gardens, Newbury RG14 7WD and is a charity registered in the United Kingdom in May 2010. Its registration number is 1138387.

For any personal data related issues, we are accountable to the Information Commission Office ("ICO").

Individuals We Collect Personal Data From

We only keep names and email addresses of individuals who:

- contact us by email, or
- contact us by mail or telephone and provide contact information, or
- who register on the website to receive news and updates, or
- who are sponsors or donors.

No other personal information is retained by us.

We are committed to safeguarding all the personal information we collect and process, in compliance with the local legislation, currently the Data Protection Act 1998 ("DPA"), and any subsequent legislation, including the General Data Protection Regulation (GDPR).

Personal Data That We Collect

Have Faith Projects only collects sufficient personal data that is necessary in order to contact you in reply to correspondence or information received from you, to acknowledge receipt of donations or sponsorships, or to send you news and updates.

Depending on future development of our charitable activities, it is possible that we may request additional personal information. But we will never request more personal data than we actually need in order to perform any of the above.

Personal Data we collect includes:

- Name
- Email address
- Postal address (where applicable).

We will inform you if we identify a need to retain any additional personal information and will only retain that information with your consent.

Why We Collect Personal Data

We collect, process and manage your personal data in order to:

- contact you in reply to correspondence or information received from you
- acknowledge receipt of donations or sponsorships
- gift aid
- send you news and updates, if requested by yourself
- update your data upon your notification
- contact you when necessary or appropriate in relation to our activities or our website
- provide you with access to our related sponsorship or donations web pages

Sharing of Your Personal Information

We do not share your personal information with any third party. Access to it is only by yourself, the Trustees or administrators of the website, or service providers and specialist advisers who have been contracted to provide us with administrative, technical or other services where necessary to manage it or use it for the purposes outlined above.

Should we identify any need in the future to change this policy, sharing of your personal information will only be by your specific consent.

Cookies

Cookies are pieces of information that a website transfers to your hard drive to store and sometimes track information about you. They are stored on your device (laptop, smartphone, desktop) when you visit a website.

Have Faith Projects does not use cookies on its website.

Consent

Where your consent is required for processing of your personal data, we always request it before we obtain and process your personal data and we inform you as to the purpose of the processing. You can withdraw your consent at any time by emailing the trustees or administrator at havefaithprojects@gmail.com .

How We Collect Personal Data

Have Faith Projects collects and processes personal data from:

- individuals who register on our own website to receive news and updates
- direct telephonic contact
- emails
- ordinary direct mail
- individuals who are sponsors or donors
- contact details as provided to CAF, Charity Checkout, Just Giving or other charitable giving entities.

Retention of Data

Email addresses are kept by us in a separate Gmail account.

We do not keep personal data longer than is necessary for the purpose or purposes for which it was collected.

We have appropriate technical measures to destroy or to erase from our systems or databases all personal data which is no longer required, or where you have requested its removal.

Your Rights

Have Faith Projects is required by legislation to respond to any personal data request within 30 days, unless the type of request requires more time for investigation and assessment. The privacy rights which are applicable are the following:

- You have access rights. This means that you may request a copy of your personal information that Have Faith Projects holds. It is free of charge.
- You have a right to update your personal information, so that the personal data we hold is accurate and up to date.
- You may request your personal data to be deleted from our records. This will be done instantaneously or as soon as is practicably or technically possible.
- You may request not to be contacted for any news or fund-raising purposes. This can be done via our privacy email address.

Security

We hold personal information in a combination of secure computer storage facilities in electronic and other means, and we take appropriate technical measures to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

Date Into Effect

This Policy is effective as of 25th May 2018 and it may be amended from time to time. You will be notified of any amendments via our website or via email.

Contact Information

The Administrator or Trustees

Have Faith Projects

havefaithprojects@gmail.com

<http://havefaithuk.org.uk>