

You have the right to request access to the information we hold about you.

This covers:

- The right to obtain a copy of your data in permanent form.
- The right to have this information provided to you in a way you can understand (and explained where necessary, e.g. abbreviations).

Obtaining a copy of information we hold about you:

- Send your request in writing to the Prince of Peace Community.
- Your request will need to include sufficient information to enable us to correctly identify your records (e.g. full name, address etc.).
- We will respond to you within 30 days of receiving your request.
- You are required to provide a form of ID before information is released to you.

Further Information:

If you would like to know more about how we use your information or if for any reason, you do not wish to have your information used as described in this leaflet please speak to the Prince of Peace Community. You have the right to object to the storing of your data but this will affect our ability to provide you with access to events.

You can contact the Prince of Peace Community on Tel: 0151 228 0724.

Community of Christ The Prince of Peace



Data Use Policy

Privacy Notice – Data we hold about you:

This leaflet explains why information about you is collected by the Prince of Peace Community and the ways in which this information is used.

Why the Prince of Peace Community Collects information about you?

The Prince of Peace Community collects information about you if you are registering to attend an event run by the Prince of Peace Community, for example New Dawn in the Church Walsingham, or if you are a 'Friend of the Prince of Peace Community' and financially support the work we do. The Prince of Peace Community has a legal obligation to hold information about you if you authorise any donations to use the Gift Aid scheme.

This information may include:

- Your name, postal address, title, telephone (including mobile) and your email address.
- An emergency contact name and phone number.
- Your date of birth if you are under 25yrs old.
- If you are authorising a financial donation, payment details may be collected. Some details relating to the Gift Aid Scheme may need to be kept; all other details will be erased once any authorised transaction has taken place.

Holding this information enables us to:

- Make sure your experience at any event we are running is safe.

- Ensure we conform to any health and security guidelines whilst at an event.
- Enable Gift aid claims to be made from the government if you have authorised this.
- Enable auditing of accounts.
- Enable investigations of complaints.
- Ensure the events we run meet the needs of the future.
- Prepare statistics related to continual improvements of events.
- Review events provided to ensure they are of the highest standard.
- Teach and train staff and volunteers.
- Contact you either by post, email or phone to provide information about forthcoming events (e.g. Next year's New Dawn Conference at Walsingham).
- Information held about you will be stored centrally at the Prince of Peace Community Registered Office, but if it is needed onsite at any event, for example New Dawn, then robust measures will be put in place to ensure that this information is safe and secure.
- Your personal data will not be passed on in any way to other organisations or third parties. (See below for exceptions).
- **How your personal data is kept confidential:**
 - Everyone working at the Prince of Peace Community has a legal duty to keep information about you confidential.
- **The Prince of Peace Community have a duty to:**
 - Maintain full and accurate data about you in relation to the events you attend.
 - Keep personal data about you confidential, secure and accurate.

- Provide you with the information we hold about you in a format that is accessible to you if requested.
- **We will not share your personal data for any reason, unless:**
 - You ask us to do so.
 - We have to do this by law (e.g. Safeguarding issues, or requests from Police or Government authorities).
 - We have special permission because we believe that the reasons for sharing this data are so important that they take priority over our obligation of confidentiality (e.g. to prevent someone from being seriously harmed).
- All personal data will be stored on the Prince of Peace Community IT Network and will be kept secure. Hard copies (printed on paper) of this data (e.g. Completed Gift Aid forms) will be stored and secured in lockable cabinets held in offices which are locked when members of the Community are not present.
- In summary we are holding your personal data in strictest confidence.
- **We may share information about you:**
 - If you have authorised us to gift aid from any financial donation made to us then your personal data is used as part of this claim process made to HMRC.
- **Your Rights:**
 - You have the right to confidentiality under the Data Protection Act 1998 (DPA).