

The Small Print aka Privacy statement for anyone connected with @CheerOnMK or St.Mark's MK



- Revised May 2018 in line with GDPR

Purpose of this Statement

We are committed to protecting your privacy. We think it is very important to keep any personal information we have about you secure and confidential.

This statement tells you:

- what information we may collect about you;
- how we store your personal information;
- what we use your personal information for, and
- who (if anyone) we pass it on to and how they use it.

Information we may collect from you

We may collect the following personal information about you:

- Your name.
- Your age and date of birth.
- Your gender.
- Your address.
- Your contact telephone numbers.
- Your email address.
- Any other information that you may choose to give to us.

We may also produce the following information about you:

- Records of any conversations that we may have with you.
- Copies of letters that we send to you.

How we may collect your information

We may obtain personal information from you in a number of ways, for example when you:

- enquire about our activities
- donate to us
- contact us in any way

Where we store your personal information

We are committed to holding your personal information securely. This means only employees and necessary approved persons will be permitted access.

Where personal information is held electronically, it is held on our computer system that is owned and controlled by St Mark's MK. Your information can only be accessed by us.

Sometimes we have to keep information about you on paper as well. Paper copies are held at our

offices. Sometimes we will make electronic copies of paper documents or type up information from them. These documents or information are then stored on our computer system [and we shred the paper originals].

What we use your personal information for

We use your information to keep you up to date about our activities and opportunities that you can take to get involved. We may occasionally want to use your information for other reasons. If we do this, we will either contact you to ask you first, or make sure that you cannot be identified from the information that we use.

Who else we may pass on your information to

Normally, we will be the only people who are able to access your personal information. However there may be times when we need to give your details to others, such as:

- Our service providers, professional advisors, providers of financial services, our insurers, etc
- Our other suppliers who enable us to provide our services to you, or who provide services on our behalf (including Royal Mail and other carriers and public relations companies and other organisations) that help us in printing and sending out our newsletters and marketing material.
- Members of the Board of Trustees of St Mark's MK, staff and leadership team.

We may sometimes be required to disclose your personal data by law such as by a regulator with appropriate power.

We do not give anyone else access to your information, in return for payment, for their marketing or commercial purposes.

We will not share your personal information with anyone who claims to represent you unless we are satisfied that you have appointed them or they act in some recognised official capacity. There may be a delay to us dealing with requests whilst we confirm the caller's identity, or check that we have your approval to deal with them.

Your consent

By providing us with your personal information, you consent to the collection and use of any information you provide in accordance with this privacy policy. If you are under 16, always check with a parent or guardian before giving personal information to anyone online.

Your rights

You have the right to ask us not to process your personal information; however we may be unable to provide our supporter services to you if we are unable to record and process certain details.

Accessing the information we have about you

You have a legal right to access information that we hold about you. You can write to our Church Administrator at our registered office address or by [email](#). We will respond to your request within 40 days of confirmation of your identity.