

# The Brentwood Schools Christian Worker Trust Privacy Policy

The Brentwood Schools Christian Worker Trust (BSCWT) is committed to protecting your privacy. This policy explains how we collect and use the personal information you provide to us whether online or via phone, mobile, email, letter or other correspondence.

By using our website, any of our services, or providing us with any personal information we will assume you are agreeing to your information being used and disclosed in the ways described in this policy.

BSCWT is a Charitable Incorporated Organisation with a mission to serve school communities in Brentwood and the surrounding area by providing Christian learning and support. This includes providing lessons, pastoral care, assemblies, lunchtime groups and prayer spaces.

BSCWT is registered as a charity in England and Wales (registered charity number 1172358)

## Data Protection

In carrying out our day to day activities we process and store personal information relating to our supporters, staff and volunteers and we are therefore required to adhere to the requirements of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). We take our data responsibilities very seriously and we ensure the personal information we obtain is held, used, transferred and otherwise processed in accordance with the Act and GDPR and all other applicable data protection laws and regulations.

### What personal information do we collect?

Personal information is information that can be used to identify you. It can include your name, date of birth, email address, postal address, telephone number, mobile telephone number, fax number, bank account details, credit/debit card details and whether you are a UK tax payer so that we can claim Gift Aid (please rest assured we do not collect information about your actual tax payments, just whether you are a tax payer). We collect personal information about you when you ask about our activities, register as a supporter with us, donate to us, engage with our social media or message boards, request our services (such as publications and email newsletters), or otherwise give us personal information.

If you do nothing other than read pages or download information from our website, we may gather information about this use, such as which pages are most visited and which events or activities are of most interest. This information can be used to help us improve our website and services and ensure we provide you with the best service. Wherever possible, the information we use for this purpose will be aggregated or anonymised, i.e. it will not identify you as an individual visitor to our website.

We do not usually collect sensitive personal information about you unless there is a clear reason for doing so. We will make it clear to you when collecting this information as to what we are collecting and why.

### Why do we collect and how do we use your information?

We may collect your personal information for a number of reasons, such as:

- to provide you with the services, products or information you have requested
- to process any donation(s) we may receive from you
- to ask for your support for our charity but in accordance with your preferences
- to provide you with information about our work or our activities that you have asked to receive
- 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 or volunteered on
- for internal record keeping, such as the management of feedback or complaints
- to analyze and improve the services we offer

We may use IP addresses to block disruptive use, to record website traffic, to personalise the way our information is presented to you or to identify your approximate location – where it is required or authorised by law.

We may contact you for marketing purposes by mail, email, telephone, mobile telephone, text or social messaging; in some cases, this will require getting your permission. We may also send you communications via email, text, for example if you have made a donation.

It is your choice on the type of communications and information you receive about our charity and the ways in which you can get involved. You can change your mind at any time by contacting the BSCWT.

### Information sharing and disclosure

We will not sell or swap your information with any third party.

All our trusted suppliers are required to comply with data protection laws and our high standards and are only allowed to process your information in strict compliance with our instructions. We will always make sure appropriate contracts and controls are in place and we regularly monitor all our suppliers to ensure their compliance.

We may disclose your personal information to third parties if we are required to do so through a legal obligation (for example to the police or a government body); to enable us to enforce or apply our terms and conditions or rights under an agreement; or to protect us, for example, in the case of suspected fraud or defamation.

We do not share your information for any other purposes.

The accuracy of your information

We aim to ensure that all information we hold about you is accurate and, where necessary, kept up to date. If any of the information we hold about you is inaccurate and either you advise us or we become otherwise aware, we will ensure it is amended and updated as soon as possible.

### Storing your information

Although most of the information we store and process stays within the UK, some information may be transferred to countries outside the European Economic Area. This may occur if, for example, one of our trusted partner's servers are located in a country outside the EU. These countries may not have similar data protection laws to the UK, however, we will take steps with the aim of ensuring your privacy continues to be protected as outlined in this privacy policy. Currently our trusted partner's servers comply with EEA regulations.

We will keep your information for as long as required to enable us to operate our services, but we will not keep your information for any longer than is necessary. We will take into consideration our legal obligations, tax and accounting rules when determining how long we should retain your information. When we no longer need to retain your information, we will ensure it is securely disposed of, at the appropriate time

### Your rights

You have the right to:

- request a copy of the information we hold about you
- update or amend the information we hold about you if it is wrong
- change your communication preferences at any time
- ask us to remove your personal information from our records
- 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

If you wish to find out more about these rights, or obtain a copy of the information we hold about you, please contact: The BSCWT Office c/o Shenfield High School, Alexander Lane, Shenfield, Essex CM15 8RY

Policy agreed on: ..... 10/5/18 .....

Signed: .....  .....

Chair of Trustees