

SCWP Data Protection Policy

SCWP is committed to protecting your privacy. This policy explains how we collect and use the personal information you provide to us whether via phone, mobile, email, letter, donation forms or other correspondence.

The Schools' Christian Worker Project is an interdenominational Christian charity working to share the good news of Jesus with the next generation.

SCWP is registered as a charity in England and Wales (registered charity number 1076894) and we are also registered as a company limited by guarantee (company number 3679389). Our registered address is Schools Christian Worker Project, Oswestry Christian Bookshop, Lower Brook Street, Oswestry SY11 2HG.

We process and store personal information relating to our supporters and staff, and we are therefore required to adhere to the requirements of the Data Protection Act 1998. We take our responsibilities under this act very seriously and we ensure the personal information we obtain is held, used, transferred and otherwise processed in accordance with that Act and all other applicable data protection laws and regulations including, but not limited to, the Privacy and Electronic Communication Regulations.

What personal information do we collect?

Personal information is information that can be used to identify you. It can include your name, email address, postal address, telephone number, mobile telephone 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, sign up for email updates, make a donation to us, or otherwise give us personal information.

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

- to process any donation(s) we may receive from you
- to provide you with information about our work or our activities that you have asked to receive
- for administration purposes, eg. we may contact you about a donation you have made or event you have expressed an interest in

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 Schools Christian Worker Project, Oswestry Christian Bookshop, Lower Brook Street, Oswestry SY11 2HG or via email: info@scwp.org.uk

Use of your information

We will only use your information for the purposes of updating you on our work, unless you ask us not to, and in relation to any gifts you have given.

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

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.

Under 16s

We do not routinely collect information about under 16s. If anyone aged 16 or under is participating in an event organised by the worker or making a donation we will ensure that we have a parent/guardian's permission before collecting personal information. When we collect information about a child or young person, we will make it clear as to the reasons for collecting this information and how it will be used.

Storing your information

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.

All information is held on secure computers and is only accessed by board members, the project worker(s) and prayer breakfast coordinator when needed for purposes to do with the project.

Changes to the policy

This policy replaces all previous versions and is correct as of March 2018. We will regularly review and update this Privacy and Data Protection Statement and will update, modify, add or remove sections at our discretion.

By 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.

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
- 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 board at Schools Christian Worker Project, Oswestry Christian Bookshop, Lower Brook St, Oswestry SY11 2HG or email: info@scwp.org.uk

If you have any questions or queries about this Privacy and Data Protection Statement, please contact our data protection officer using the above address and contact details.