

PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by *the Data Protection Act 2018 and the General Data Protection Regulation 2016/679 (the “GDPR” and other legislation relating to personal data and rights such as the Human Rights Act 1998)*.

Who are we?

This Privacy Notice is provided to you by On Fire Mission which is the data controller for your data.

What data does On Fire Mission process? We will process some or all of the following where necessary to perform our tasks:

- Names, titles, and aliases, photographs, video images.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Where relevant, non-financial identifiers such as passport numbers, driving license numbers, vehicle registration numbers, taxpayer identification numbers, employee identification numbers, tax reference codes, and national insurance numbers.
- Where relevant, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, IP addresses and website visit histories, biographies, logs of visitors, and logs of accidents, injuries and insurance claims.
- The data we process is likely to constitute sensitive personal data because, as a Christian charity, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data, data concerning sexual orientation and criminal records, fines and other similar judicial records.

How does On Fire Mission process your personal data?

On Fire Mission will comply with its legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes :-

- To advance the Christian religion through the promotion and encouragement of spiritual renewal within the Church of England and the wider Anglican Communion;
- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in our constitution ;
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To process a grant or application for an individual (including Gift Aid information);
- To process a donation that you have made;
- To enable those who undertake pastoral care duties as appropriate (e.g. at the On Fire Mission Conference and other events, as required);
- To enable us to meet all legal and statutory obligations;
- To carry out safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
- To take photographs and video images, which may sometimes appear on our website or in printed or electronic form, including social media, to promote the interests of the charity;
- To fundraise and promote the interests of the charity;
- To manage our staff and volunteers;
- To maintain our own accounts and records;
- To seek your views or comments;
- To notify you of changes to our services, events and role holders;
- To send you communications which you have requested or which we believe may be of interest to you. These may include information about events or fundraising activities;
- We will process data about individuals for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations, for example to process applications relating to the annual Conference and other events and meetings;
- We may process sensitive personal data relating to individuals including, as appropriate:
 - information about an individual's physical or mental health or condition, for instance in order to address a situation which might arise at an event or meeting;
 - an individual's racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for contractual purposes. These mainly constitute dealing with applications to attend the annual Conference and other events and meetings

We also process some data to serve the *legitimate interests* of OFM and third parties. An example would be processing data of musicians and others involved in the annual Conference and other events and meetings. We will always take into account your interests, rights and freedoms.

Some of our processing may be necessary for compliance with a *legal obligation*.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your *consent* to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of certain tasks or where you first give us your prior consent. It is likely that we will need to share your data with

- The venue for the annual Conference and other events and meetings. Our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software or website.

On occasions, churches or other bodies with which we are carrying out joint events or activities.

How long does On Fire Mission keep your personal data?

In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 6 years to support HMRC audits.

Your rights and your personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you
 - At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
2. The right to correct and update the information we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your information erased
 - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
 - When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
4. The right to object to processing of your data
 - You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
5. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
 7. The right to object to the processing of personal data where applicable.
 8. The right to lodge a complaint with the Information Commissioners Office.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so some personal data (for example photographs and videos,) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.onfiremission.org

This notice was last updated in June 2020.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, On Fire Mission, The Vicarage, Bodenham, Hereford HR1 3JX
Email: info@onfiremission.org Tel: 07946 042476

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Registered Charity Number 1157273
www.onfiremission.org