



Fair Processing Notice

Bethany Christian Trust

This fair processing notice sets out how we use your personal data and provides you with information on your rights in relation to that data.

We are committed to making sure your privacy is protected. Any personal data provided to us by you or by a third party shall only be used by us in accordance with this notice and Data Protection Law (including the General Data Protection Regulation, any UK Data Protection legislation and Privacy and Electronic Communications Regulations and the ePrivacy Regulation).

When we update this notice we will inform you that changes have been made.

Data Controller

We are registered as a Data Controller with the Information Commissioner's Office and our registration number is: Z6579976

The contact details for our Data Protection Lead (DPL) are:-

Data Protection Lead
Bethany Christian Trust
65 Bonnington Road
Edinburgh EH6 5JQ

dpl@bethanychristiantrust.com

Tel: 0131 561 8951

Personal Data Collected

As an employer we collect your personal data to provide you with employment; to comply with our legal obligations as an employer and to keep you and our business safe and secure.

Please note that if you do not provide us with information we believe is necessary for your employment then you could be in breach of the terms and conditions of your employment which may affect your continued employment.

When we use any other organisation to process your personal data, we make sure that they have entered into a binding legal contract with us ensuring that they will only process your data on our written instruction and in accordance with appropriate security provisions.

We may also occasionally share your data with other organisations such as law enforcement or other agencies where required by law; in our reasonable opinion such action is reasonably necessary to comply with legal process; to respond to any legal claim or actions; or to protect our rights, our customers' and clients' rights or the general public.

Transfers to third countries and safeguards in place

We will not transfer your personal data to a country outwith the European Union without having the appropriate safeguards in place and we will advise you of any such transfer taking place.

Currently we use MailChimp as an email marketing platform by which Bethany can contact our supporters about campaigns, the latest news about the organization, important dates and events and general updates. We also use this platform to contact supporters about their annual Gift Aid contributions via donated items, which is a legal requirement. MailChimp use secure servers within the USA.

How long we keep your Personal Data

For people using our support services, we will keep your personal data for ten years after you stop using our services or we will delete it on request.

We keep supporter information for seven years.

We keep HR information for seven years.

After this time your personal information will be securely destroyed if it is no longer required for the purpose for which it was obtained.

For more information, please see our Data Retention Policy.

Your rights

You have the following rights in relation to your personal data and in certain circumstances you can request:-

- Confirmation that your personal data is being processed and access to your personal data including a copy of it. You also have the right to be told why; the types of data we are processing; anyone we have shared your data with; the length of time we will keep your data; and the source of the data if we did not collect the data from you.
- That your data is corrected if it is inaccurate or incomplete.
- That your data is erased (the “right to be forgotten”) where it is no longer necessary for the purpose it was obtained; where you withdraw consent; where you have objected to processing and there is no overriding legitimate interest for continued processing; where it has been unlawfully processed; where there is a legal obligation to do so; and where the personal data is processed in relation to the offer of information society services to a child.
- That processing is restricted if certain circumstances apply: you have challenged the accuracy of the personal data, until it can be verified; you have objected to the processing and that objection is being determined; the

processing is unlawful; where we no longer need the personal data but it is required by you to establish, exercise or defend a legal claim.

- To be provided with the data you gave us in a format which allows you to transfer it to another provider.
- To object to processing of your data when we are processing it based on our legitimate interests [or to perform a task in the public interest/exercise of official authority]; to object to direct marketing; and to object to processing for scientific, historical research and statistical purposes.
- Not be subject to a decision which is based on automatic processing of data; and which produces a legal effect or a similarly significant effect on you.

Please send any requests to our DPL at dpl@bethanychristiantrust.com

Enquiries and Complaints

We are committed to ensuring that your personal data is processed lawfully, fairly and securely. If you have any questions or concerns about this Notice or the way in which we process your data please contact our data protection lead at the address above and we will attempt to resolve any issues you have. If you remain unsatisfied you can contact the Information Commissioner's Office at:-

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

www.ico.org.uk

This policy was last updated on: 7 May 2018