



## Partnership (UK) Ltd ("Partnership")

Registered company no.: 2442321 (England and Wales); Registered Charity no: 802564; Inland revenue charity reference no: XNV87500

## Privacy Notice

### Introduction

In consequence of the European Union's General Data Protection Regulation (GDPR), revised data protection legislation comes fully into force in the UK on 25 May 2018. This policy and privacy statement seek to take into account the revised legislation so far as the holding and processing of personal data for Partnership purposes is concerned. Partnership will meet the requirements of the revised legislation in respect of all personal data which it holds and processes, wherever the person to whom it relates lives in the world.

### Partnership Privacy Statement

Partnership takes the protection and proper use of personal data very seriously. Partnership holds, processes and uses personal data of individuals on one or more of the following bases:

- In the legitimate interests of Partnership—effective and economical contact with individuals in our partner churches and in other churches we serve is essential if the charitable objectives of Partnership in advancing Christianity through encouraging and strengthening the life and work of these churches under God are to be achieved. In general, we hold only minimal personal data for this purpose (typically, name, local church, and email address, and perhaps telephone number), though additional data may be necessary in a minority of cases. Partnership considers that the holding of these data is reasonable and proportionate, bearing in mind the interests of the persons to whom the data relate and the limited nature of the data held.
- Contract—those who participate in Partnership conferences and other events make bookings and sometimes pay fees, and therefore have a contractual relationship with Partnership; as a result, we hold, use and retain essential personal data about participants as necessary and for as long as necessary for the performance of the contract.
- Legal obligation—we hold, use and provide, for example to government entities, personal data if legally obliged to do so.
- Consent—apart from the above, if necessary, we obtain explicit consent from participants and others interested in IBCM activities to hold and use their personal data.

In connection with all these, our communications give the recipient a clear opportunity to ask that we do not continue to communicate with them, and, if they do so ask, we continue to hold their personal data only to the extent and for the time necessary.

Partnership complies with its obligations under GDPR by keeping personal data up to date (to the extent that it learns that they need revision); by storing and destroying them securely; by not collecting excessive amounts of data, or retaining them longer than necessary; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures (e.g., Partnership cloud storage and strong passwords) are in place to protect personal data.

Partnership takes the protection of personal data very seriously and the following policy describes what we collect, how and why. It also describes some of your rights under the General Data Protection Regulation 2016 (GDPR).

## What we collect and how

IBCM collects personal data by way of a membership application form (because of the way the church we serve work, personal data may be collected even if the application form is being completed on behalf of a church or other organisation). These include but are not limited to:

- Name, title, and address
- Contact phone numbers
- Email address

In the case of a church or other organisation, Partnership may be supplied with similar details with respect to a contact person for the church organisation.

Partnership also collects, holds and processes basic contact information for other people who may be interested in Partnership's work and activities because of their connexion with churches and organisations which we service and/or their actual or potential interest in the life and work of these churches. Normally, this information will have been collected through direct contact with the individual or, in some cases, from publicly-available sources such as church websites. These data generally limited to:

- Name
- Local church
- Email address

Partnership (or its agent, Christian Publicity Organisation) sometimes collects some financial information through payment of minimum membership contributions, payments for goods and services, and gift aid administration. This information is confined to the minimum necessary, and is retained, if required, for the statutory periods relating to the retention of financial information. Partnership (and its agent, Christian Publicity Organisation) does not collect payment card information directly for online payments. This is collected by PayPal, whose Privacy Policy can be found at <https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>

## What we use the data for

Data are collected purely for the purposes of Partnership's work and activities which in turn advance its charitable objectives. No personal data are shared with any other external entity unrelated to Partnership.

Data can be disclosed to the government or other authorities if we are legally required to do so.

## How long the data is kept for

Basic contact data is kept while it is thought to remain valid (and corrected promptly if more up to date information becomes available to us). Data arising from events and activities is kept only so long as is necessary.

Data related to payments and finances is kept for a minimum of 6 years as required by UK law.

## How the data is secured

Data are stored on a cloud server by way of Partnership's contract for Microsoft's 365 system or on the password-secured computers of Partnership's trustees, staff, and contracted co-ordinators. These data are only accessible to those authorized to see and use it for Partnership purposes only.

Personal data are not normally made available in paper or print form, other than for postal mail addressing purposes. Data relating to participants in conferences and other activities are only included in circulated participants' lists if they have consented to be included.

Cloud based data access through proprietary applications is tracked, with an audit trail giving time and identity details for every access.

## Other matters

### Opt-out

Partnership does not send automated messages. All result from collective and considered decisions within Partnership. Our communications about Partnership and its activities always give recipients clear and prominent opportunity to opt out of receiving further communications, and we shall comply with requests to be omitted from circulation lists.

### Deletion of data

If you request the deletion of your personal data from Partnership holdings, we shall endeavour to meet your request if it is possible. It will not be possible if you are intending to continue to participate in Partnership activities to which you have committed yourself, or if we are legally required to retain some or all of your data.

### Correction of data

If you become aware that any data which Partnership holds about you is incorrect, please contact us as soon as practicable, and we will be happy to correct it. Effective communication with you to further Partnership's purposes depends on having accurate contact information.

### Access to data

If you would like to see the data which we hold about you, please send the request by email to the Data Controller at [info@partnershipuk.org](mailto:info@partnershipuk.org) We shall provide a transcript as soon as possible. There is no charge for this.

## Contact Details

Questions about data protection by Partnership should be addressed to [info@partnershipuk.org](mailto:info@partnershipuk.org)