



PRIVACY POLICY

The Purpose of this Policy

This Privacy Notice covers the various activities of Christian Churches Ireland (referred to throughout as “CCI”) We recognise the importance of protecting your privacy and this Notice sets out the way in which we will use, disclose and protect your personal information.

Your Personal Data – What is it?

Personal data is any information relating to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (“GDPR”) and underlies all of our information privacy practices and policies.

Who are We?

Christian Churches Ireland (“CCI”) is the data controller (contact details at the end of this notice). This means that we decide how your personal data is processed and for what purposes. CCI may change this policy from time to time and any such changes will be published on our website. Notwithstanding any change to this policy, we will continue to process your personal data in accordance with your rights and our obligations in law.

What Information do we collect?

We collect information that is known as personal data. Personal data is any information that can be used to help identify an individual, such as name, address, phone number, email address.

We collect information from people who engage with CCI. This could be churches, agencies, supporters, donors, suppliers, ministries, volunteers and those who participate in our events or programmes. We only collect the information that we require or which you agree we can collect in relation to specific activities or events, for example:

- register/attend a CCI event
- register interest in a training programme (e.g. The Academy)
- register to receive our general communications, either by post or email
- make a financial donation/regular payment

Who has access to your information?

We take the necessary steps to ensure that information held about you is stored securely and only accessed by those who are processing the data. Our data security is reviewed on a regular basis.

How do we use your information?

The personal data that we collect is to pursue CCI's charitable objectives and may be used in the following ways:

- to process any donation(s) we may receive from you and to update you on how your donations are being used
- to process event bookings
- to set up standing orders and process one-off payments as per your request
- to provide you with information that you have requested about our work or our activities
- to provide you with information about other resources, events or programmes we offer that are similar to those you have already enquired about and to which you have not objected to receiving
- to communicate with supporters
- to record or update the contact details that we have with you
- to provide you with general emails for information, inspiration and upcoming events (where you have consented to receiving this information)
- to invite you to or provide feedback on a programme or event
- 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
- for internal record keeping, such as the management of feedback or complaints
- to further our legitimate charitable aims, for example sending you information about how donations are being used

How long do we keep your information?

The personal data held by CCI will only be retained for as long as is legitimately required to fulfil the purpose/s for which it is required. This includes compliance with any statutory retention periods for accounting and audit purposes. We will keep data necessary for us to provide membership mailings, other resources and for statistical purposes. We regularly review the data we hold and securely delete or destroy any personal data that is no longer necessary for processing.

Do we sell or share your information?

No – we will never sell or share your personal information with other organisations or third parties for their own purposes without your explicit informed consent.

What are your rights?

The Data Protection Act and General Data Protection Regulations give you certain rights over your data and how we use it. You have the right to:

- request a copy of the information we hold about you and details of what we do with that information (known as a Subject Access Request Form)
- update or amend the information we hold about you if it is incorrect
- change your communication preferences at any time

- withdraw your consent to use of your personal information where we are relying on consent as the legal ground for processing it
- ask us to remove your personal information from our records (*however the “right to be forgotten” is not an absolute right*)
- ask us to restrict the processing of your personal information
- 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

How do you access the information held about you?

You may request details of all the information CCI holds about you by submitting a written request (Subject Access Request Form) to our office. To exercise all relevant rights, queries or complaints, please in the first instance contact CCI's Administrator at the following address:

**Christian Churches Ireland
Administrator
Open Arms Church
69C Heather Rd
Sandyford Business Park
Dublin D18 Y9F6**

or via email to: info@ccireland.ie

Please note we may ask for reasonable proof of your identity before providing you with information or carrying out any of the above actions. If you wish to raise any data protection concern or complaint with a supervisory body about how we handle your data, you can address a complaint to The Data Protection Commissioner (ROI) at the following address:

The Data Commissioner
The Data Protection Commissioner
Canal House
Station Road
Portarlinton
Co. Laois
R32 AP23

or via email to: info@dataprotection.ie

The website of The Data Commissioner in ROI: www.dataprotection.ie

The website of the Information Commissioner in Northern Ireland: www.ico.org.uk