

## **Privacy Policy**

The Life of Faith (TLOF) is committed to protecting your privacy. This statement is made in the light of the requirements of the General Data Protection Regulations in order to advise you of TLOF's data processing practices which will govern the processing of your data. If you have any queries about this statement please contact us at:

THE LIFE OF FAITH  
P.O.Box 207  
ABERYSTYWTH  
SY23 1WY  
Wales

### **What information do we collect from you?**

The types of information we may collect includes: your name, e-mail address, postal address, telephone number, mobile number and bank details if you fill in a standing order.

### **When do we collect information?**

We obtain personal information from you when you give us a Gift Aid Declaration or make a standing order. We also obtain information if you subscribe to our talks on CD or have a contract with us.

### **How do we use this information?**

If you have given us a Gift Aid Declaration the details on it will be submitted to HM Revenue and Customs when the charity makes a Gift Aid claim for any donations you have given us. HM Revenue and Customs oblige us to retain a Gift Aid Declaration for 6 years after a claim is made.

We send the information you give us on a standing order to your bank.

If you have a contract with the TLOF we have to legally keep information to fulfil our obligations.

We will never sell, rent or share your personal information with any other person or organisation.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used, as stated above. When you give us personal information, we take steps to ensure that it is treated securely.

Paper records are kept locked away.

Records are kept on secure computers and accessed through password protected devices.

### **Who has access to your information?**

As indicated above, we may pass your information to our service providers. We may also need to disclose your information if required to do so by law. Data is shared with the TLOF trustees.

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### **How you can access and update your information?**

The accuracy of your information is important to us. We are working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date,

Please write to us at:  
THE LIFE OF FAITH  
*P.O. Box 207*  
*ABERYSTWYTH*  
*SY23 1WY*  
*Wales*

You have the right to ask for a copy of the information the TLOF holds about you. We may need to charge for information requests to cover our costs in providing you with details of the information we hold about you.

### **How long will we keep your information?**

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

### **What are your rights?**

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in January 2019.

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