



# Christian Education Project

## Data Privacy Notice

May 2018

At CEP we're committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information about people who engage with the Project, how we use it and how we keep it secure.

We will keep this policy under review and may take the opportunity to enhance it from time to time, but if we make any significant changes that we think our supporters would be interested in, we will endeavour to email them accordingly.

Any questions regarding this Policy and our privacy practices should be sent by email to [office@christianeducationproject.org.uk](mailto:office@christianeducationproject.org.uk) or by writing to us at: CEP, 62 Harewood Drive, Clayhall, Ilford, IG5 0PH. Alternatively, you can telephone us on 020 8551 3070.

### 1. Personal data – what is it?

Personal data relates 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 (the "GDPR").

### 2. Who are we?

**For the purposes of this document, CEP, 'we' or 'the Project' mean the Christian Education Project, together with the Trustees, staff and volunteers carrying out functions of the Project.**

We are the data controller (contact details below). This means we are responsible for deciding how your personal data is processed by us, and for what purposes.

### 3. How do we process personal data?

CEP complies with its obligations under the GDPR by

- keeping personal data up to date;
- by storing and destroying it securely;
- by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure
- by not providing personal data to third parties, except where there is specific authorisation to do so;
- by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- a. To inform churches and supporters of news, prayer requests, testimonies, events, and activities;
- b. To enable CEP to serve the schools effectively through activities such as lessons and assemblies, lunchtime and after school clubs and mentoring; and any other activities deemed mutually appropriate by school and project;
- c. Occasionally, to ask for the views and opinions of churches and supporters about matters relating to CEP;
- d. To manage events, meetings, and volunteers in order to enable us to fulfil the functions of the project;
- e. To administer membership records;
- f. To fundraise and promote the interests of CEP;
- g. To maintain our own accounts and records (including the processing of gift aid applications);
- h. To comply with our legal obligations to maintain records and registers;
- i. To manage our employees and contractors;
- j. To manage relationships with outside suppliers.

### 4. What is the legal basis for processing your personal data?

In processing personal data we rely on the following legal bases:

- Explicit consent of the data subject;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by CEP as a not-for-profit body with a political, philosophical, religious or trade union aim and: -
  - the processing relates only to supporters, users including teachers, members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

## 5. Sharing personal data

Personal data will be treated as strictly confidential and will only be shared with other organisations or individuals in order to carry out a service to members, supporters and users, or for purposes connected with the Project as detailed above. We will only share personal data with third parties outside of the Project with the data subject's consent.

## 6. How long do we keep your personal data?

CEP keeps data while it is still current and until you formally write to be removed.

Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which CEP holds about you;
- The right to request that the CEP corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for CEP to retain such data;
- Where your consent is the legal basis for processing your data, the right to withdraw your consent to the processing at any time;
- Where legally applicable, the right to request that the CEP provide you with your personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- Where legally applicable, the right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If CEP wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then CEP 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, CEP will seek your prior consent to the new processing.

## 9. 16 and Under

As an organisation working with children under the age of 16 CEP are concerned to protect their privacy and will only hold personal information with express consent of a parent, guardian or school. Any such personal information will only be held while it is correct and relevant to the services provided by CEP.

## 10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Administrator, Christian Education Project, 62 Harewood Drive, Clayhall, Ilford, IG5 0PH, telephone 020 8551 3070, email [office@christianeducationproject.org.uk](mailto:office@christianeducationproject.org.uk)

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.