

## INTRODUCTION

This Data Privacy Policy tells you how Christian Music Ministries (CMM) uses your personal data. It also tells you about your privacy rights and how the law protects you. It is important that you read this Data Privacy policy so that you are fully aware of how and why we are using your data.

CMM holds information in accordance with the UK Data Protection Act 1998, and the EU General Data Protection Regulation of 2018. We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely.

Keeping your data secure is very important to us. By providing your personal details you agree to allow CMM to contact you either on the basis of the consents you have given us or for our Legitimate Interests in accordance with current data protection regulations. We will never make your personal data available for marketing purposes to external individuals or organisations.

This privacy policy was last updated in February 2021.

## COLLECTING & USING INFORMATION

We collect and use personal information in the following ways:

1. If you sign up to our regular email newsletter. We hold information on your name and email address. We use this information to send you regular news, prayer requests and resource information via our CMM eNews emails.
2. If you sign up to our postal mailing. We hold information on your name and address. We use this information to send you news, prayer requests and resource information by letter.
3. If you book into an event. We hold information on your name, email address, postal address, telephone number and the event you attended. We use this information to send you tickets, to keep you updated should the event be cancelled or changed.
4. If you donate to the CMM Trust. We hold information on your name, email address, postal address, telephone number, the amount you donated and when, and whether or not you are able to Gift Aid. We use this information to send a thank you and to keep you informed about the progress and financial needs of Christian Music Ministries.
5. If you have agreed to be on the Prayer Warrior list. We hold information on your name, address, telephone number and email address. We use this information to send you occasional Prayer Warrior emails or postal letters, and very occasional urgent prayer needs by SMS or phone call.
6. If you have bought a product by phone or online from Christian Music Ministries. We hold information on your name, address and telephone number. We use this information to contact you about your purchase. This information will be removed from our database two years after your latest purchase if you have not otherwise signed up to the means of being in contact above.
7. If you are a CMM Volunteer. We hold information on your name, address, email address and telephone number. We use this information to organise our teams and events.

## **FINANCIAL INFORMATION**

Christian Music Ministries does not receive or hold any credit card details for payments or donations made via our website. Any details received over the phone are destroyed immediately after the payment has been processed.

## **CHANGING, STORING & VIEWING YOUR INFORMATION**

Please tell us as soon as any of your contact details change so that we can keep our records up to date. You can change the way we contact you or the kind of material we send you at any time by contacting us by mail or email using the contact details on the website.

We keep information related to our MailJet emails (i.e. name and email address) for as long as you choose to remain subscribed to our regular emails.

We keep information related to Events for a maximum period of 5 years.

You may request details of all the information Christian Music Ministries holds about you by submitting a request via email.

## **WHO SEES YOUR INFORMATION?**

The information we collect is used exclusively within Christian Music Ministries. We do not pass any of your personal information to any other organisations or individuals, except for MailJet (see Third Parties).

## **THIRD PARTIES**

Christian Music Ministries uses MailJet to send our CMM eNews emails. By providing us with your details you are giving Christian Music Ministries your express permission to transfer your data to MailJet.

Each time you receive an email you will be able to unsubscribe from regular emails.

We use websites such as YouTube to embed videos on our websites and you may be sent cookies from them via our site. Please look at the cookie and privacy policies on these third-party sites if you want more information about this.

We also use third party suppliers such as Facebook, Eventbrite and Google Analytics and these suppliers may also make use of cookies.

As some of these third-party services may be based outside of the UK and the EU they may not fall under the jurisdiction of UK courts.

## **WHAT IS A COOKIE?**

A cookie is a piece of information in the form of a very small text file that is placed on an internet user's hard drive. It is generated by a web page server, which is basically the computer that operates a website. The information the cookie contains is set by the server and it can be used by that server whenever the user visits the site. A cookie can be thought of as an internet user's identification card, which tell a website when the user has returned.

## YOUR LEGAL RIGHTS

If the General Data Protection Regulation applies to you because you are in the European Union, you have rights under data protection laws in relation to your personal data:

*The right to be informed* – that's an obligation on us to inform you how we use your personal data (and that's what we're doing that in this privacy policy);

*The right of access* – that's a right to make what's known as a 'data subject access request' for copy of the personal data we hold about you;

*The right to rectification* – that's a right to make us correct personal data about you that may be incomplete or inaccurate;

*The right to erasure* – that's also known as the 'right to be forgotten' where in certain circumstances you can ask us to delete the personal data we have about you (unless there's an overriding legal reason we need to keep it);

*The right to restrict processing* – that's a right for you in certain circumstances to ask us to suspend processing personal data;

*The right to data portability* – that's a right for you to ask us for a copy of your personal data in a common format (for example, a .csv file);

These rights are subject to certain rules around when you can exercise them. You can see a lot more information on them on the UK Information Commissioner's Office website.

## CHANGES TO THIS POLICY

The General Data Protection Regulation is new and the ICO is still issuing new bits of guidance about how businesses should follow it. This policy may be updated in the short term to reflect this, and also periodically over time.

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