

## INTRODUCTION

This Data Privacy Policy tells you how the Christian Music Ministries Trust (CMMT) 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.

CMMT 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 CMMT to contact you either based on 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 December 2019.**

## COLLECTING & USING INFORMATION

If you donate to the CMM Trust, we collect and hold information on your name, email address, postal address, telephone number, the amount you donated and when, and whether 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.

Some donations are made via other websites. Their privacy policies can be found here:

VirginMoneyGiving: <https://uk.virginmoneygiving.com/giving/terms/privacy-policy.jsp>

Stewardship: <https://www.stewardship.org.uk/privacy/privacy-notice>

CAF: <https://www.cafonline.org/navigation/footer/privacy>

## FINANCIAL INFORMATION

Christian Music Ministries Trust 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.

## WHO SEES YOUR INFORMATION?

The information we collect is password-protected and can only be accessed by the treasurer, the Gift Aid Secretary and the Administrator of the Christian Music Ministries Trust. We do not pass any of your personal information to any other organisations or individuals.

## 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.