

# **CARDIFF CHRISTIAN HEALING MINISTRY**

## **PRIVACY POLICY**

CARDIFF CHRISTIAN HEALING MINISTRY  
Woodville Christian Centre  
Crwys Road  
Cardiff CF24 4ND

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### **1. Your personal data – what is it?**

Personal data relates to a living individual ('Data Subject') 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 Regulations (GDPR) which replaced the existing Data Protection Act 1998 and came into force on 25th May 2018.

### **2. Who are we?**

Cardiff Christian Healing Ministry (CCHM) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

CCHM 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; and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- to enable us to provide a voluntary service for the benefit of the public;
- to administer records of those interested in our work;
- to fundraise and promote the interests of the charity;
- to manage our volunteers;
- to maintain our own accounts and records (including the processing of gift aid applications); and
- to inform you of any news, events, activities and services.

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

Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations.

Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim, provided:

- the processing relates only to 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 your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of CCHM as required above. We will share your data with third parties only with your consent.

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

We keep data in accordance with the guidance set out by the ICO and outlined in CCHM's Data Protection Policy.

Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate, and counselling and contact details for 3 years or until you request them to be deleted from our systems.

#### **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 CCHM holds about you;
- the right to request that CCHM 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 CCHM to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability) (where applicable).
- 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; and
- the right to lodge a complaint with the Information Commissioners Office.

## **8. Contact details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Office, Cardiff Christian Healing Ministry, at Woodville Christian Centre, Crwys Road, Cardiff CF24 4ND, telephone 029 2019 0113 or via email, [office@cchm.org.uk](mailto:office@cchm.org.uk).

If you still have an issue, please contact:

Information Commissioner's Office – Wales  
2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH  
Telephone: 0330 414 6421 Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

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