



The Churches Fellowship for Psychical and Spiritual Studies

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Charity Number: 233778

GDPR Privacy Notice

Processing your personal data is the responsibility of the Trustees of the CFPSS Charity but governed by General Data Protection Regulation known as GDPR.

Personal Data is data referring to a particular individual who can be identified by that data. The Trustees decide how your data is processed and for which purposes, by liaising with The General Secretary and voting on this at trustees' meetings. The General Secretary is not a trustee but attends their meetings. The General Secretary is responsible for managing the day to day running of the trust and holding relevant personal information. The personal data we hold includes Name, Address, Telephone Numbers- landline and/or mobile, email address and bank account details if you have provided them.

Processing and Purposes. We keep your information up to date if you inform us of changes and we store it either in paper folders in a locked cabinet, or in contact data bases on our computers. We use many tools to keep and to store your information safely and make safe. We make this secure electronically with computer security and with changing passwords. We keep only a minimum amount of information necessary to communicate with you and others. We do not sell your information but only pass it on with your permission and for the purposes below. We do not allow unauthorized access to it and we destroy unwanted data securely by deleting from the computer and mobile phones, burning or shredding paper information. **We subscribe to Data Protection** with the Information Commission Office (ICO) **and comply with GDPR.**

Your information is used for the following purposes.

1. For trustees, employee and regions to be able to be informed and inform.
2. To help us provide and share information with you about the aims, work, activities and events of the CFPSS.
3. To manage our employee and volunteers.
4. To maintain our own accounts such as Gift Aid, donations and appeals.

5. To inform you of news and events of our Annual Conferences, the publishing and production of the two magazines and emailing or posting to your address.
6. To contact and inform local and emergency services for e.g.: accidents and safeguarding.

Keeping your Data. We will keep your data if you have filled in the consent form either by email or a paper version. We will contact you if necessary but this will take time, so do ask us for a form. We must delete your information if you haven't filled in a consent form and returned it to us. All financial information will be deleted after six years. If we haven't heard from you after 6 years your personal data will be deleted but we will inform you first in order to send you another consent form if you wish.

Information about your rights with personal data

1. You have the right to demand we correct your data if it is inaccurate, delete your data if it is no longer necessary for the trust to keep it and to request a personal copy of the data we hold.
2. You have the right to withdraw your consent to the processing at any time.
3. You have the right, where there is a dispute about accuracy or processing your data, to request a restriction be placed on further processing until the dispute is settled or data erased. The right to lodge a complaint with the Government Information Commission Office.

The legal basis for processing your data. You (the data subject) give consent so that we, The CFPSS, can be informed and inform you. You agree to us using your data only for the purposes above. We then have a lawful basis to process your data and you have more rights (see above).

For more information;

The Churches Fellowship for Psychical and Spiritual Studies Tel: 01623 812206

Address:

**The General Secretary, Mrs J. Arnold,
Office 8, Creative Suites,
Mill 3, Pleasley Vale Business Park,
Mansfield,
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NG19 8RL**

Email: gensec@churchesfellowship.co.uk

OR

Information Commission Office website

The Charity Commission website