

The Mustard Seed Christian Ministries Privacy and Data Policy

Charity No. 1048903

1 All Saints Road, Sidmouth, EX10 8ER, 01395 512225, mustard-seed.org.uk

This privacy policy explains how The Mustard Seed Christian Ministries uses the personal data we collect from you.

What data do we collect?

The Mustard Seed Christian Ministries may collect personal identification information (name, email address, phone number etc.).

How do we collect your data?

You directly provide us with most of the data we collect. We collect data and process data when you:

- Voluntarily complete a form which asks for this information (e.g. donation form, gift aid)
- Send us an email either direct from your account or via the email link on our website

How will we use your data?

The Mustard Seed Christian Ministries collects your data so that we can:

- Respond to your enquiry
- Email you with information that we think you might like (with your consent)
- Set up or maintain a standing order that you have authorised
- Claim Gift Aid in your name from HMRC that you have consented to

How do we store your data?

The Mustard Seed Christian Ministries securely stores your data either on our computer or in a physical folder which is kept in the Mustard Seed shop (locked when no member of staff is present) or kept at the home/s of one of our trustees. Other information passed to our email address is kept securely on the cloud, accessed only by our email password which is known only by staff members, trustees, or others who have been specifically appointed by the trustees to manage our account.

We will keep your personal data for only as long as it is required, up to a maximum of 10 years. Once this time period has expired, we will delete your data by removing any trace of it – both digitally and physically – from our records unless you have consented to its ongoing storage either explicitly in writing or through the continuance of a standing order.

Marketing

We may, on occasion, like to send you information about our activities, products or services that we think you may be interested in. If you have agreed to receive marketing from us, you may always opt out at a later date.

You have the right at any time to stop The Mustard Seed Christian Ministries from contacting you for marketing purposes or giving your data to other members of our organisation.

What are your data protection rights?

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access: You have the right to request The Mustard Seed Christian Ministries for copies of your personal data. We reserve our right to charge you a small fee for this service.
- The right to rectification: You have the right to request that The Mustard Seed Christian Ministries correct any information you believe is inaccurate. You also have the right to request The Mustard Seed to complete information you believe is incomplete.
- The right to erasure: You have the right to request that The Mustard Seed Christian Ministries erase your personal data, under certain conditions.
- The right to restrict processing: You have the right to request that The Mustard Seed Christian Ministries restrict the processing of your personal data, under certain conditions.
- The right to data portability: You have the right to request that The Mustard Seed Christian Ministries transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: mustard.seed@hotmail.co.uk, call us at: 01395 512225, or write to us at: 1 All Saints Road, Sidmouth, EX10 8ER.

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit www.allaboutcookies.org.

How do we use cookies?

At the moment, the use of cookies on The Mustard Seed Christian Ministries website is fairly limited (e.g. WordPress software for the website construction and posts for CLC Take Note and Kids Corner to display a page from the CLC third party website). If in future this usage changes (for example, the website displays a contact form or allows comments in response to posts where cookies are required to capture personal information), then website users will be required to complete a consent form for the use of cookies and this policy updated.

Changes to our privacy policy

The Mustard Seed Christian Ministries keeps this privacy policy under regular review every few years or more often as required and updates it accordingly. This privacy policy was last updated on 15th October, 2019.

How to contact us

If you have any questions about The Mustard Seed Christian Ministries' privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: mustard.seed@hotmail.co.uk

Call us: 01395 512225

Or write to us at: 1 All Saints Road, Sidmouth, EX10 8ER

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that The Mustard Seed Christian Ministries has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office (ICO). The ICO's address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

(www.ico.org.uk).

