

Data Privacy Statement

1. Introduction

This document explains how we process personal data; how long we keep it for; our legal basis for this; your rights; and how to contact us if necessary.

2. Data Controller

The Dunamis Fellowship Trust is the data controller for all information used to organise and administer its business and activities. This means it decides how your personal data is processed to support the organisation, including how it meets its obligations to the Charities Commission.

3. Personal Data

Personal data relates to a living individual 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 Regulation (the "GDPR").

4. How do we process your personal data?

The Dunamis Fellowship Trust complies with its obligations under data protection law by keeping personal data up to date and secure and by not collecting or retaining excessive amounts of data.

We use personal data for the following purposes:

- To maintain records of membership and individuals who have attended our events.
- To maintain our financial accounts and records (incl. Gift Aid processing under HMRC rules).
- To provide news and information about the organisation's events, activities, and services.
- To manage our employees and volunteers.
- To promote the interests of the organisation, including stewardship and fundraising.

We use MailerLite and Google to process some of our emails. If we contact you via any of these then you will have the option for updating your details or unsubscribing at any time.

5. What are our legal bases for processing your personal data?

- a) Processing is carried out by a not-for-profit body with a religious aim provided:-
 - i. the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - ii. there is no disclosure to a third party without consent; **or**
- b) Processing is necessary in relation to creating or fulfilling a contract; **or**
- c) Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; **or**
- d) Explicit consent of the data subject has been given.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the organisation for purposes connected with the organisation. We will only share your data with third parties outside of the organisation to enable your participation in an event or with your explicit consent.

7. How long do we keep your personal data?

We retain data on the following basis:

Record Type	Retention Period
Membership and event attendees	Indefinitely
Attendees at Encounter	6 years
Accounts, Gift Aid declarations and paperwork	6 years after an individual's last donation
Safeguarding matters	Indefinitely or until advised by authorities
Official photographs and videos of events	Up to 24 months after the event – selected items retained for historical records
Employee Records	6 years after the date of termination of employment
Pension Records (money purchase)	6 years after transfer or value taken
Insurance Records	Indefinitely

8. 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 the organisation holds about you;
- The right to request that The Dunamis Fellowship Trust 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 The Dunamis Fellowship Trust 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.
- 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;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact The Dunamis Fellowship Trust, 8 Hazel Close, Birdcage Farm, Plymouth, Devon. PL6 6HL or office@dunamis.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Approved for use by the Board of Trustees on 23rd February 2022

Signed on behalf of the Trust:

A handwritten signature in blue ink, appearing to read 'Chris James', written over a horizontal line.

Name (Print): Chris James

Position: Trustee