

THE FELLOWSHIP OF RECONCILIATION IN WALES

OUR PRIVACY POLICY

Cymdeithas y Cymod (The Fellowship of Reconciliation in Wales) is a registered charity no 700609 and part of an international, spiritual- based movement of people who, from the basis of belief in the power of love and truth, are dedicated to active non violence as a way of life and as a means of transformation – personal, social, economic and political.

The Fellowship of Reconciliation in Wales is committed to protecting your privacy. This policy explains how and why we collect your personal data and how we contact you. A new code of practice comes into force on 25th May 2018 and gives individuals more choice and control over how their personal data is stored and used.

You can choose not to receive communications or change how we contact you at any time by calling 01923 236965 or email cymdeithasycymod@gmail.com

The fellowship of Reconciliation in Wales will never sell or exchange your personal data and will only share it when necessary with other organisations that work with us to manage our data processing and mailings and where your privacy and security is guaranteed.

Your personal data (any information that identifies you or relates to you personally) will be collected and held by The Fellowship of Reconciliation in Wales (Registered Charity no 700609) and will be used to keep you updated about our work, activities and events.

We collect the data you provide us. This includes information you give when becoming a member or communicating with us.

- Personal details (name, address, email address, telephone number)
- Financial information (payment information, standing order details, Gift Aid)

Your activities and involvement will result in personal data being created. This could include details of how you have helped us by volunteering or being involved with our campaigns and activities.

If you donate to us then we will keep records of when and how much you gave.

We may collect your personal information for a number of reasons:

- to provide you with the information you have requested.
- to process any donations we may receive from you
- to ask you to help by donating money to the Fellowship of Reconciliation in Wales
- to provide you with information about our work or our activities that you have asked to receive
- for administration purposes
- for internal record keeping, such as the management of feedback or complaints.

We use personal data to communicate with supporters to promote The Fellowship of Reconciliation in Wales. This includes keeping you up to date with our news, updates and campaigns.

We use personal data for administrative purposes. This includes

- receiving donations (Standing Orders and Gift Aid)
- maintaining data bases of our supporters and volunteers
- fulfilling orders, bookings or services online, by phone, by post or in person)
- helping us respect your choices and preferences

We may share personal data with subcontractors who provide us with services. For example if you receive Cymod your name and address will be shared with the mailing company. This will be carried out under a contract which imposes strict requirements on our supplier to keep your information confidential and secure.

You have a choice whether you wish to receive communication. You can select how you want to receive them (post or email). For postal mailing, we will assume that you wish to continue to hear from us unless you choose to opt out. For emails, we will need your consent by opting in. You can decide not to receive communication or change how we contact you at any time by calling 01923 236965 or email to cymdeithasycymod@gmail.com

This means:

- news and information about us and the work we do and support
- volunteer opportunities and how you can help
- donations
- events and activities
- leaving a legacy
- taking part in projects

Our newsletter is provided as a benefit to our supporters. We send this to all members and supporters unless you specifically ask us not to.

As a charity we rely on donations to continue our work. We profile you in terms of financial support. We keep track of the amount, frequency and value of each person's support.

Electronic data and data bases are stored on secure computer systems and we control who has access to the information.

We will only use and store information for as long as it is required for the purpose it was collected for. How long information will be stored for depends on the information in question and what it is being used for. For example if you ask us not to send you emails, we will stop storing your email address though we will keep a record of your preference not to be emailed.

We continually review what information we hold and delete what is no longer required. We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights which are as follows

You have a right to:

- request a copy of the information we hold about you
- update or amend the information we hold about you if it is wrong
- change your communication preference at any time
- ask us to remove your personal information from our records

If you wish to exercise your right please write to our Coordinator, Jane Harries, 42 St. Patrick's Drive, Bridgend, CF31 1RP or our Membership Secretary Eleri Davies, 99 Baldwins Lane, Croxley Green, Rickmansworth, Herts WD3 3LT .

We will amend this Privacy Policy from time to time to ensure it remains up to date and accurately reflects how and why we use your personal data.

This Privacy Policy is on our website.

Date updated 24.05.2018