



Christians in Calderdale Schools is committed to protecting your privacy. This policy explains how we collect and use the personal information you provide to us whether online or via phone, mobile, email, letter or other correspondence.

By using our website, any of our services, or providing us with any personal information we will assume you are agreeing to your information being used and disclosed in the ways described in this policy.

Who we are

CICS is a Christian Charity, (reg no 1097660) working in schools and with young people in Calderdale.

Data protection

In carrying out our day to day activities we process and store personal information relating to our Team, supporters, customers and volunteers and we are therefore required to adhere to the requirements of the Data Protection Act 1998. We take our responsibilities under this act very seriously and we ensure the personal information we obtain is held, used, transferred and otherwise processed in accordance with that Act and all other applicable data protection laws and regulations including, but not limited to, the Privacy and Electronic Communication Regulations.

What personal information do we collect?

Personal information is information that can be used to identify you. It can include your name, date of birth, email address, postal address, telephone number, mobile telephone number and whether you are a UK tax payer so that we can claim Gift Aid (please rest assured we do not collect information about your actual tax payments, just whether you are a tax payer). We may collect personal information about you when you ask about our activities, register with us, make a donation to us, register for an event, volunteer with us, engage with our social media or message boards, or otherwise give us personal information.

We do not usually collect sensitive personal information about you unless there is a clear reason for doing so, such as involvement in an event where we need this information to ensure safeguarding, and appropriate checks on volunteers, or care of participants. For some events we will collect health information so that leaders on our events have the relevant information to care for participants. We will make it clear to you when collecting this information as to what we are collecting and why.

Why do we collect and how do we use your information?

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

- to provide you with the information you have requested

- to process any donation(s) we may receive from you
- to ask for your support for our charity but in accordance with your preferences
- to provide you with information about our work or our activities that you have asked to receive
- for administration purposes, e.g we may contact you about a donation you have made or event you have expressed an interest in or registered for or volunteered on

We will not use your information for marketing purposes if you have asked us not to. However, we will retain your details on a suppression list to help ensure we do not continue to contact you.

Information sharing and disclosure

We will not sell or swap your information with any third party.

We may disclose your personal information to third parties if we are required to do so through a legal obligation (for example to the police or a government body); to enable us to enforce or apply our terms and conditions or rights under an agreement; or to protect us, for example, in the case of suspected fraud or defamation.

We do not share your information for any other purposes.

The accuracy of your information

We aim to ensure that all information we hold about you is accurate and, where necessary, kept up to date. If any of the information we hold about you is inaccurate and either you advise us or we become otherwise aware, we will ensure it is amended and updated as soon as possible.

Under 16s

If you are aged 16 or under and would like to participate in an event, make a donation or get involved with us, please make sure that you have your parent/guardian's permission before giving us your personal information. When we collect information about a child or young person, we will make it clear as to the reasons for collecting this information and how it will be used.

Fundraising

We recognise the importance of protecting our supporters and follow the guidance issued by the Institute of Fundraising on treating donors fairly. We believe this helps to support our staff and fundraisers who come into contact with supporters in providing high quality customer care, ensuring anyone donating to the charity is in a position to make a free and informed decision.

Storing your information

We will keep your information for as long as required to enable us to operate our services but we will not keep your information for any longer than is necessary. We will take into consideration our legal obligations, tax and accounting rules when determining how long we should retain your information. When we no longer need to retain your information we will ensure it is securely disposed of, at the appropriate time.

We will ensure that all information is kept in a secure place.

Changes to the policy

This policy replaces all previous versions and is correct as of March 2021. We will regularly review and update this Privacy and Data Protection Statement and will update, modify, add or remove sections at our discretion.

Your rights

You have the 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 preferences at any time
- ask us to remove your personal information from our records
- raise a concern or complaint about the way in which your information is being used

If you wish to find out more about these rights, or obtain a copy of the information we hold about you, please contact our Administrator at 2, Rawling Close, Ashville Grove, Halifax, HX2 0QX.

Email: office@cicscalderdale.org.uk

Privacy queries

If you have any questions or queries about this Privacy and Data Protection Statement, please contact our data protection officer using the above address and contact details.