

Word on the Wash

Privacy and Data Protection Policy

General policy statement

Word on the Wash is committed to respecting your privacy and ensuring the personal information you have entrusted to us is processed in accordance with the Data Protection Act (DPA) 1998 and General Data Protection Legislation (GDPA) 2018.

Definitions used in this policy

Data Subject: the individual whose data we hold or use. A person becomes responsible for their own data at 13 years of age.

Data Controller: an organisation which stores and processes personal information i.e. Word on the Wash.

Data Protection Lead: a member of the Data Controller organisation who is responsible for monitoring the data held, ensuring that consents are in place and dealing with any requests from Data Subjects regarding their personal information held by the organisation.

Data Processor: a third party which processes information on behalf of the Data Controller i.e. MailChimp, Eventbrite.

How personal information is collected

Personal information is collected directly from individuals

- at Word on the Wash events through the completion of a registration form
- when a person signs up as a volunteer
- when a person signs up to receive Word on the Wash newsletters
- when a person makes a donation to Word on the Wash

Personal information is collected electronically

- when a person registers on-line to attend a Word on the Wash event
- when a person signs up to receive Word on the Wash newsletters
- when a person responds to an online survey or sign up form
- when a person makes contact with Word on the Wash via the website

The personal information collected

- Personal identifiers such as title, name and year of birth
- Contact details including postal address, postcode, email and telephone numbers
- Church attended
- Attendance at Word on the Wash events

Reasons for collecting personal information

- For the smooth running and administration of the organisation
- To keep people informed about events and activities
- To keep volunteers informed of their tasks etc.
- To process donations
- To help improve the service offered

Children and vulnerable adults

Children under 13

Explicit permission will be sought from parents or legal guardians of children under 13 years of age for their personal details to be held and processed by Word on the Wash.

When a child reaches 13 they will be asked to give their own permission.

Word on the Wash will never contact children directly. Any contact will be made through their parent or guardian.

Vulnerable Adults

Explicit permission will be sought from carers or next of kin of vulnerable adults for their personal details to be held and processed by Word on the Wash.

Storage and use of personal information

- Personal information is stored in a secure cloud-based facility
- All data files are password protected
- Access to the personal information is given to members of the Word on the Wash committee for the sole purpose of enabling them to administer and manage effectively the running of the organisation
- If a Data Subject requests the amendment or deletion of their personal information that is held by Word on the Wash, it is the responsibility of the Data Protection Lead to ensure that this is done within one month of the receipt of a written request
- Apart from our Data Processors (MailChimp and Eventbrite), Word on the Wash will not share personal information with any third party without the explicit written consent of the Data Subject.

Email

A Word on the Wash email address is used to send and receive emails via MailChimp.

Data Protection Lead

The contact details of the Data Protection Lead will be made available to all Data Subjects