

PRIVACY POLICY

The processing of your personal data is carried out by NISCU. NISCU is a private limited company by guarantee No. 7203313 and a registered charity in England/Wales no. 1135880. Our registered address is

57 Lancaster Road,
Carnforth,
LA5 9LE.

To contact us with a question about your data, please email us at admin@niscu.org.uk or write to us at our registered address – you have a right to ask us what data we have about you and we will comply within a reasonable timeframe to all such requests (commensurate with our office hours Mon-Wed). Note that from time to time this policy may be amended and you should visit periodically in order to keep yourself up to date.

Cookies

NISCU does not use cookies to collect information about any individual. You should be aware though that some third parties, for example if you use a link to another website, may use cookies and you should familiarize yourself with their policy and with your browser's cookie settings.

Privacy

We may collect data about you in the following ways:

- When you interact with us on our website by subscribing to any of our prayer bulletins or newsletters
- for our Vision and Prayer Week
- to register for NISCU Sunday.

We do not seek to receive information about you from third parties or from public sources of information. Nor do we seek to supplement our information about you from your interaction with our social media other than that strictly necessary to access it.

What information might we collect?

- Name
- Postal Address
- Email address
- Phone number
- Contact preferences
- Confirmation of taxpayer status for gift aid claims where relevant
- name of the church you attend, if relevant and if you are willing to give it.

The information we collect depends on what we need it for and your stated preferences. We only keep it for as long as needed, so if you unsubscribe we will remove your data. Note that there are statutory requirements which require us to keep certain data for set periods of time. These mostly relate to Safeguarding and HMRC requirements. If you need to see our Retention of Documents policy please contact us for a copy.

If you complete a standing order form for regular donations, we can notify your bank on your behalf (or you can set it up yourself with your bank using our bank details) - but once the SO is up and running, we will delete our record of your bank details and only record the amounts for the purpose of our accounting. You should receive a thank you letter and, if relevant, details of the amount given in the tax year for gift aid purposes. Should we fail to send you this please get in touch so that we can put this right. From time to time you may receive updates about our work and any required information relating to your financial support. It is not our intention to hassle our supporters for extra support, and we invite you to let us know at any time if you want more, or less, contact from us.

Please note that we do not use Direct Debits, and if you set up a Standing Order it is entirely within your control and it is for you to amend or delete as you see fit. NISCU is the recipient of your standing order donation but retains no control over it.

Sensitive Data

Under the European General Data Protection Regulations (GDPR) which came into force in May 2018, processing of data deemed to be sensitive must receive explicit permission for its usage. NISCU does not require or ask for sensitive data, other than for the processing of DBS certificates under our Safeguarding policy. This does not apply to general supporters and separate arrangements are in place for members of staff and volunteers who require them for their role.

We will seek written parental permission for data pertaining to under 16s, usually for residential holiday applications and for photo/video consent that may be used for publicity purposes. These are all specific opt-in consents, which you have the right to withdraw at any time.

How we use your data

- To provide you with information about our work, in the form that you have requested e.g. prayer bulletins, newsletters, news of events, vision and prayer week information, NISCU Sunday
- These may be in paper or electronic form according to your stated preferences
- For processing and accounting of donations we receive from you
- For fundraising
- For administrative purposes and internal record keeping e.g. to amend levels of contact, handle complaints etc.

Who might we share information with and for what purpose?

- HMRC for gift aid claims
- We might receive information from BT Donate, our online donations partner. You can make anonymous donations via this site.
- Churches Child Protection Advisory Service (CCPAS) and Disclosure and Barring Service (DBS) for the purposes of processing DBS checks for staff and volunteers working with children only
- Payroll (paid staff only)
- our bank, CAF (reimbursement of expenses for staff and volunteers)

- MailChimp, a third party provider that we use for bulk emails. If you have told us you want to receive emails, you should have received from us an opt-in request.

We do not pass on any information to third parties other than these clearly defined partners for the purposes of the charity and its work. We never sell your information for any reason.

Protecting your data

We seek to comply to all legal requirements with respect to data protection and have a data protection policy that all NISCU personnel are required to adhere to. So we keep your information secure, accurate, up to date so far as we are able, and only keep it for the purpose for which it was given, for only as long as necessary.

We do not handle credit/debit cards.

Changing your preferences

Please contact us if you want to unsubscribe or change your preferences relating to how we use your data or how you hear from us. You can do this:

- by email to admin@niscu.org.uk using 'unsubscribe' in the subject heading
- write to us at our registered address
- via our website.

Complaints

If you have any complaint relating to the use by NISCU of your personal data, please get in touch at our registered address. We are committed to investigating and dealing with your complaint as quickly and as sensitively as possible.

Job Applicants

Vacancies are advertised on our website and job packs with all relevant information can be downloaded. The application form is a word document that you can populate with your data and submit, either as an email attachment or by printing and posting. Once received, your application and any subsequent References are treated as strictly confidential and only made available to those involved in the recruitment process. The information from unsuccessful applicants will only be kept on file for up to one year as per our recruitment and data protection policies, after which it is securely deleted and/or shredded.