

## **Church Investors Group (CIG)**

### **Privacy Notice**

This Privacy Notice sets out the basis on which any personal information you provide to us will be used by us.

The Church Investors Group ("CIG", "us", "we", "our") will be the Data Controller of the personal data you provide to us.

#### **How we collect your personal information.**

Information you provide to us – you may provide us with personal information in relation to membership of the Church Investors Group, or when attending one of our events, and/or when you are corresponding with us by post, telephone, email or otherwise.

We will only collect basic personal information which will include, for example, your name, address, email, telephone number, organisational affiliation, job title and dietary requirements.

**The purposes for which we use your personal information.** We need to process your basic personal data to:

- facilitate your membership, or your organisation's membership, of the CIG (as is necessary for our legitimate interests in running a membership organisation);
- facilitate an event that you have indicated you would like to attend;
- to comply with any court order, request from or referral to an appropriate authority (as is necessary for compliance with our legal obligations); and
- to provide you with information about our work and events where you have consented to receive this information.

#### **How we keep your personal information secure.**

The personal data the CIG hold are normally processed by our Secretariat who administer the CIG. We have contracted CCLA – a third party company – to provide this Secretariat. Thus CCLA are a Data Processor of the personal data you provide us. All the personal data CCLA hold is processed by their staff in the UK using servers located in the European Economic Area ("EEA") (currently, these servers are in the UK). CCLA takes all appropriate technical and organisational measures to ensure the effective and secure processing of your personal data. CCLA will not use data for a purpose other than that which it was collected for. No other Third Parties have access to your personal data unless the law allows them to do so.

You can obtain more details of the protection given to your personal information by contacting CCLA's Data Protection Adviser using the contact details below. You can read more details about CCLA and their privacy arrangements here: <https://www.ccla.co.uk/>

CCLA may share your personal information with third party agents and contractors for the purposes of providing services to us.

CCLA would also like to use your name and email address to invite you to events and to inform you about products and services which are similar to those you have already received or shown

interest in. This information is not shared with third parties and you can unsubscribe at any time via phone, email or on CCLA's website.

**What are your privacy rights?** You have a number of rights in respect of your personal information under UK and European data protection laws, including the right:

- to request access to, and copies of, the personal information that we hold about you;
- to require us to correct the personal information we hold about you if it is incorrect;
- to require us to erase your personal information;
- to require us to restrict our data processing activities;
- where our processing is based on your consent, the right to withdraw that consent (without affecting the lawfulness of our processing based on consent before its withdrawal);
- where the processing is carried out by automated means, to receive from us the personal information we hold about you which you have provided to us, in a reasonable format specified by you (including for the purpose of you transmitting that personal information to another data controller); and
- to object, on grounds relating to your situation, to any of our processing activities where you feel this has a disproportionate impact on your rights.

Please note that these rights are not absolute and we may be entitled to refuse requests where exceptions apply. If you wish to exercise any of these rights, please contact us using the contact details below.

**How long we keep your personal information.** Where your data is collected to facilitate CIG membership we will keep your data for as long as you or your organisation remain a member of the CIG at which time it will be destroyed. Where your data is collected to facilitate an event then we will destroy your data after the event is complete. If you have given us permission to hold your data so we can update you about our activities it will be kept until you notify us that you no longer wish to receive this information from us.

**Questions and complaints.** If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Adviser who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office.

Our Data Protection Adviser is Jackie Fox and you can contact her at [jackie.fox@ccla.co.uk](mailto:jackie.fox@ccla.co.uk).