**PRIVACY NOTICE**

This Privacy Notice explains who we are, how to contact us, when we collect personal data, how we use that data, how long we may keep that data and your rights.

**Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the applicable legislation, including:

* The IOM General Data Protection Regulations and Law Enforcement Directive Implementing Regulations 2018
* The UK General Data Protection Regulation 2016
* The UK Data Protection Act 2018
* and other regulatory requirements and applicable guidance.

**Who we are**

Churches Alive in Mann is the controller for all personal data processed by the organisation, staff or other appointed Officers in relation to organisational matters.

**Contact details**

Rosemary Clarke E: rosemary.clarke@googlemail.com T: 01624 843 262

**What is our approach to personal data?**

We respect an individual’s fundamental right to privacy. In general, the organisation endeavours to be open and transparent with individuals when processing their personal data. However, in some limited exceptions, for example when investigating an allegation, it is not possible to do so.

**How will we collect and use your personal data and what is the legal basis for processing your personal data?**

We may use your information in our legitimate interests to support our charitable work, or where we contact you by electronic means, with your consent, to:

* process any donations you make.
* send you information about the organisation and its work and how you can support us. We may do this by post, or where we have your permission text or email. With your consent, we may serve you targeted adverts on social media.
* help manage our correspondence with you by sharing your information with our contractors working on our behalf to process donations and send communications.
* build a picture of our supporters and help identify other similar potential donors to target our advertising to.

**Will we share your personal data?**

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation with your consent.

**How long do we keep your personal data?**

As long as necessary for the purpose/s it was collected for. This will vary depending on the type of information, legal requirements or other justifications permitted by Data Protection Law. If you opt-out from fundraising communications we keep your information only to ensure we don’t inadvertently contact you.

**What are your rights in relation to your personal data?**

Unless subject to an exemption under the legislation, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which the Organisation holds about you;
* The right to request that the Organisation corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for the Organisation to retain such data;
* The right to withdraw your consent to the processing at any time
* The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to object to the processing of personal data, (where applicable)
* The right to lodge a complaint with the Isle of Man Information Commissioners Office.

**Will we further process your data?**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**If you need to make a complaint here is what to do.**

In the first instance we would ask you to raise any concerns/complaints to the contact named previously. If you are not satisfied with how we dealt with your concern/complaint you are entitled to contact the Isle of Man Information Commissioner, P.O. Box 69, Douglas, Isle of Man, IM99 1EQ   Telephone: +44 1624 693260   Email: ask@inforights.im directly. Details can be found [here](https://www.inforights.im/complaint-handling/how-to-make-a-complaint-to-the-information-commissioner/)

**Changes to this privacy notice**

We keep our privacy notice under regular review.