



The India Rural Evangelical Fellowship (UK)

(Recognised Scottish Charity, number SC033100)

c/o 16 Wollaton Road, Ferndown, Dorset BH22 8QR

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IREF(UK) PRIVACY NOTICE

IREF(UK) would like to express sincere gratitude for your support for the Indian Rural Evangelical Fellowship. Your kindness has enabled IREF(India) to continue with its mission in providing evangelical witness, education, childcare, and medical care to thousands of people in the rural villages of Andhra Pradesh, South India, since it was established in 1950.

We are committed to protecting your privacy and promise to respect your personal information and do all we can to keep it safe. We aim to be clear about how we obtain your details and only process them in ways we believe you would reasonably expect. This includes not selling or sharing your personal details with third parties for their marketing purposes.

We aim to communicate with you clearly, respectfully, and efficiently. Our forms and letters give clear information on how to change your communication preferences when we contact you. If you no longer want to hear from us, please let us know by writing to IREF(UK) at the above address.

What information is being collected?

We collect information when you give it to us directly, including:

- when you contact IREF(UK) to make a donation or set up sponsorship;
- when you register to receive news about the work of IREF.

We also collect information when you give it to us indirectly.

- For example, your information may be shared with us by independent fundraising websites such as *JustGiving* or *Stewardship*. These organisations will only pass information onto us, with your consent, if you have indicated that you wish to support IREF(UK). When providing information to organisations such as these, you should check their Privacy Policy to understand how they will use your data.

What personal information might we collect from you?

If you support IREF – for example by making a donation direct to IREF(UK), or sponsoring an IREF(India) individual, or signing up to receive news of our work – we will usually collect:

- Your name;
- Your contact details, including postal address, email, and telephone number;
- Bank account details, if you make a regular donation by standing order;
- Your Gift Aid status;
- Other personal information you choose to share with us, such as family information and details of your home church.

How will this information be used?

The information we collect helps us to keep in touch with you. If you sponsor an IREF(India) child, teacher or other worker, your contact information enables us to provide you with news of how they are getting on. It also enables us to send you regular newsletters.

Honorary Treasurer: Mr Stewart J Shaw

Address: 62 Holmhead Road, Cumnock, KA18 1UA Scotland.

Telephone: 01290 420708 (home). **e-mail:** stewartjshaw@me.com

We will use your personal information to:

- Provide you with any information you have requested;
- Keep you up-to-date with the work you are supporting and to ask for your financial and non-financial support;
- Administer your donation, including processing Gift Aid;
- Ensure we know how you prefer to be contacted;
- Keep a record of your correspondence, donations history, questions you have asked us, and any comments or complaints you have made;
- Contact you in your capacity as a representative of an organisation such as a church, business, or charitable trust;
- Ensure that potentially vulnerable people are treated appropriately, particularly with regards to financial giving and legacies.
- If you make a substantial gift to our work we may contact you to thank you and to discuss how you might want to develop your interest in our work.

We do not sell or share personal details to third parties for the purposes of their marketing.

We do, however, share your name and contact details (postal and e-mail address) with our partners IREF(india) and IREF(USA), together with a note of who is sponsoring whom, to facilitate their communication with you (e.g. personalised Christmas cards from those you support).

We do not share any personal financial details with these mission partners, unless you authorise us to do so (e.g. for large donations earmarked for specific projects).

Legal Bases for processing your data:

Consent

From May 2018, we will process new supporters' data based on the consent you have given us.

'Legitimate interest' for existing supporters

If you are an existing supporter, we will use your support for us over the previous three-year period as a legitimate interest reason to continue sending you the communications you receive from us. This includes if you have made a donation or updated us with new information to help us send you newsletters and other communication. If you have previously asked us not to contact you, we will continue to respect your wishes.

'Legitimate interest' for new supporters

We may rely on 'legitimate interest'; we may also use information such as:

- if you publicly share information about your interests and concerns that are similar to IREF's work;
- if we identify you as a match to our work during our research to locate new supporters, through our use of publicly available information.

We will use this information to help us plan an appropriate approach, such as a meeting or event invitation, where we could share further information about IREF and explore your interest and opportunities for support.

Opting out

You can change or stop what you receive from us by following the instructions at the bottom of any postal communication or email, or you can contact us by phone at any time using the contact details given at the top of this statement.

Protection of your personal information

The security of your information is very important to us. We ensure that there are appropriate controls and procedures in place to protect your personal details. For example, information you

submit in hard copy or electronically is either stored securely or encrypted.

Despite all the security and protection we have in place, the internet cannot be guaranteed to be 100% secure, therefore you submit your data at your own risk.

We undertake regular reviews of who has access to the information we hold to ensure your details are only accessible to appropriately trained and authorised staff.

If required, we may need to disclose your details to the police, regulatory bodies, or legal advisors.

The nature of servers and cloud-based systems may mean that your data leaves the European Economic Area (EEA). By submitting your personal information, you are agreeing to this potential transfer, storing, or processing at a location outside the EEA.

We will only ever share your data in other circumstances if we have your explicit, informed, and unambiguous consent.

Keeping your information up to date

We only keep your information for as long as is necessary and only for the purpose for which it was given. We will also only use it when regulations allow us to do so.

Please let us know if your contact or personal details change, as this gives us consent to use the updated information and continue to communicate with you.

How long will we keep your information for?

- We will hold your personal information on our systems for as long as is necessary to carry out the activity relevant to your interaction with us;
- We will keep a record of any donations you have made for at least seven years;
- Legacy gifts are hugely helpful to the work of IREF. For legacy gifts, we may keep information provided by you or your solicitor indefinitely, both to administer the gifts and to communicate with the families of people leaving legacies;
- If you ask us to stop communicating with you, we will keep a record of your contact details and appropriate information to enable us to comply with your request.

Right of access

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the details we provide, please let us know and we will correct them.

If you want to access your information, please send a description of the information you want to see and proof of your identity, by post, to the address at the top of this statement. We do not accept these requests by email, in order to ensure that we only provide personal information to the right person.

If you have any questions, please contact IREF(UK)'s chairman, Rev David Hunt. For further information on Subject Access Requests, see the Information Commissioner's guidance at www.ico.org.uk

Changes to this notice

We may change this Privacy Notice from time to time. If we make any significant changes to the way we handle your personal information, we will make this clear by contacting you directly.

If you have any questions, comments or suggestions about this notice, please contact the Data Controller for IREF(UK), who is Rev David Hunt.

May 2018