# Bury St Edmunds and District Christian Youth - Privacy Statement

**1. How Bury St Edmunds and District Christian Youth (“we”) use your information**

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

**2. Why do we collect and use your information?**

We collect and use your information in the following ways:

For supporters and donors:

* to contact you, to send you termly newsletters;
* to inform you of forthcoming events, for example the Annual General Meeting and celebration service;
* to monitor and assess the quality of our services;
* to fulfil our purposes as a charity;
* to administer financial donations made to the charity, for example, the administration of Gift Aid.

For partner churches and local youth organisations:

* to provide you with updates on the work of the charity;
* to inform you of forthcoming events, for example the Annual General Meeting and celebration service.

For Trustees, employees and volunteers:

* to carry out our duties as an employer, including recruiting, performance management, maintaining up-to-date Disclosure and Barring Service (DBS) disclosures and the administration of pay, pensions and expenses.

We do not share your information with others except as described in this notice.

**3. Categories of information**

Information which we may collect and hold about individuals, churches and schools include name, telephone number, address and email address. In the case of churches and schools, this information will relate to the bodies themselves and the senior officials we communicate with, not to their members.

**4. Storing your data**

We hold your data for varying lengths of time depending on the type of information in question, but in doing so we always comply with Data Protection legislation. If at any point you would like us to stop holding your data, update your details or change your preferences for how you are contacted, please contact the BCY Office.

**5. Who do we share your information with?**

We will not share your information with third parties without your consent unless the law requires us to do so or for the purposes of safeguarding children or vulnerable adults.

**6. Requesting access to your personal data**

6.1 Under Data Protection legislation you have the right to request access to information about you that we hold. To make a request for your personal information contact the BCY office

6.2 You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress;
* object to decisions being taken by automated means;
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations.

**7. Further information and follow-up**

7.1 For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact:

The BCY Office

office@bcy.org.uk

01284 701326

7.2 If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

7.3 If you would like to discuss anything in this privacy notice, please contact:

The BCY Office

office@bcy.org.uk

01284 701326