

Ely Diocesan Evangelical Fellowship: Privacy Policy

This is the Privacy Policy for the Ely Diocesan Evangelical Fellowship (“we”, “us” and “our”) and our website hosted at <https://www.elydef.org/> (“website”). In this policy we refer to you as “you” and “your”. Please read this policy carefully to ensure you understand our practices on how we collect, process and store your personal data. This policy is effective from 1 April 2022.

By continuing to access and use our website, you acknowledge that you have read and understood this Privacy Policy, and that you consent to us collecting, processing and storing your personal information in the ways set out in this Privacy Policy.

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 General Data Protection Regulation (the GDPR).

Who we are

The Ely Diocesan Evangelical Fellowship (ElyDEF) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

What personal data we may collect

There are two categories of information we may collect:

1. Information created when you use our website; and
2. Information you provide to us

1. Information created when you use our website and other ‘cookies’

We may receive and store certain types of information whenever you interact with us. When you visit our website, we may automatically collect additional information about you, including but not limited to, the type of internet browser or mobile device you use, your operating system, your IP address, cookie information and the page you requested.

Our website may use a web analytics service which uses “cookies”, to help the website analyse how users use the site – the information generated by the cookie about your use of the website includes your IP address. By using this website, you consent to the processing of data about you in this manner.

Our organisation is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to provide services to you. Your data may be stored through Wix.com’s data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. For further details of Wix.com’s policies, see <https://support.wix.com/en/article/wix-privacy-policy>.

If you sign up to receiving e-mails from us, you consent to the use of cookies placed by Mailchimp in emails we distribute to you using Mailchimp's services. We set out below a paragraph from Mailchimp's Cookie Statement which explains such use of 'cookies' in emails sent out using Mailchimp's services:

"We [i.e. Mailchimp] automatically place single pixel gifs, also known as web beacons, in every email sent by our Members [e.g. CPL]. These are tiny graphic files that contain unique identifiers that enable us and our Members to recognize when their Contacts have opened an email or clicked certain links. These technologies record each Contact's email address, IP address, date, and time associated with each open and click for a campaign. We use this data to create reports for our Members about how an email campaign performed and what actions Contacts took."

For full details of Mailchimp's terms of use, see <https://mailchimp.com/legal/>

2. Information you provide to us

If you sign up to be a member of ElyDEF, or to receive emails from us, we will collect personal details such as your name and email address.

By providing your name and email address via the form on this website, you agree to us sending you e-mails. The form on our website by which you can subscribe is an opt-in mailing list. We use Mailchimp's online products and services to maintain our mailing list and to distribute our e-mails.

If you subscribe, you consent to:

- your personal information being shared with and processed by Mailchimp on our behalf. For more information about Mailchimp and your personal data, please see the section below (Sharing your personal data); and
- the use by Mailchimp of cookies in each email we send to you using their services (see above).

You may choose to contact us using your email address, for example, to report a problem or submit queries, concerns or comments regarding our website or network. In this case, it is understood that we will use this email address to respond to your support request and will keep a copy of support interactions in case they need to be referred back to at a later date. We will not send any marketing to this email address unless you explicitly agree to this.

How do we process your personal data?

ElyDEF complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place.

We use your personal data for the following purposes, including but not limited to:

- To administer membership records;
- To fundraise and promote the interests of the Fellowship;

- To maintain our own accounts and records;
- To inform you of news, events, activities and services being run by ElyDEF or of potential interest.

What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities, services and keep you informed about elections (both diocesan and national).
- Legitimate interests of the data controller so that we can keep ElyDEF members informed about news, events, activities, services and keep members informed about elections (both diocesan and national).

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of ElyDEF in order to carry out a service to other ElyDEF members or for purposes connected with the ElyDEF. We will only share your data with third parties outside of the ElyDEF with your consent.

How long do we keep your personal data?

We retain membership data while it is still current and for up to 2 years after the year to which they relate.

What rights you have over your data

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

- The right to request a copy of your personal data which ElyDEF holds about you;
- The right to request that ElyDEF 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 ElyDEF to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 Information Commissioners Office.

Further processing

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.

Amendments to this policy

We may amend this Privacy Policy from time to time. If we do, we will announce this on our website. We will change the date in the first paragraph of this page above. You should consult this Privacy Policy regularly for any changes.

Contacting us

To exercise all relevant rights, queries or complaints please in the first instance contact us at: secretary@elydef.org. The Information Commissioner's Office can be contacted through <https://ico.org.uk/>.