

# Bible Fellowship Union

Registered Charity 1064607

## DATA PRIVACY NOTICE

1. Your 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").
2. Bible Fellowship Union is the data controller. It decides how your personal data is processed and for what purposes.
3. How do we process your personal data?  
BFU complies with its obligations under the "GDPR" by keeping personal data up to date; by storing 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 to protect personal data.  
BFU uses your data for the following purposes:-
  - To administer the mailing list for Bible Study Monthly
  - To manage our volunteers
  - To maintain our own accounts (including the processing of gift aid records and applications)
  - To process your literature requests
4. What is the legal basis for processing your personal data?
  - Explicit consent of the data subject so that we can send you our magazine and any BFU literature
  - Processing is necessary for carrying out legal obligations in relation to Gift Aid or for accounting reasons
  - Processing is carried out by a non-for-profit registered charity and processing is only for the mailing list of Bible Study and ad hoc requests for literature and is not disclosed without consent.
5. Sharing your personal data  
Your personal data will be treated as strictly confidential and will not be shared with other bodies. We will only share your data with individual third parties with your consent.
6. How long do we keep your personal data?  
We retain mailing list data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.
7. Your rights and your personal 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 the personal data which the BFU holds about you;
  - The right to request that BFU corrects any personal data if it is found to be inaccurate or out of date;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 BFU to retain such data;
  - The right to withdraw your consent at any time

# Bible Fellowship Union

Registered Charity 1064607

8. Further processing. If we wish to use your personal data for a new purpose, not covered by this Data Protections 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. On notification of your death your name may appear in the next issue of the monthly.
9. Contact Details  
To exercise all relevant rights, queries or complaints please in the first instance contact the Secretary, Bible Fellowship Union, 12 Stanley Gardens, Tring, HP23 4BS