

The Society of the Faith (Incorporated)

Registered in England as a limited company number 214216

Registered with the Charity Commission number 232821

PRIVACY NOTICE

Data Protection and the General Data Protection Regulation (GDPR)

1. General principles

The Society of the Faith has always taken data protection seriously and has not shared personal data with other organisations or individuals (except with the prior permission/knowledge of the individual). We process any personal information in accordance with the UK General Data Protection Regulation 2016 (UK GDPR) and the Data Protection Act 2018 (DPA18).

2. How the Society of the Faith uses personal information

a) Members: when an individual makes an application to join the Society of the Faith, they are asked to provide their name and contact details. If the application is refused any personal information is destroyed. Once an individual has become a member, they are invited to pay the subscription by standing order and are offered a Gift Aid form. These limited personal details are kept in paper files and on a computer. They are never shared with other organisations (except with permission) and are used only for communicating with the member – for example, to invite them to the Annual General Meeting or events run by the Society of the Faith.

b) Trustees: members who are elected to the trustee body (the Court of Fellows) are additionally asked to provide any extra information required by the Charity Commissioner Companies House, for example, their date of birth.

c) Applicants for grants: By making an application and sending relevant documentation, an applicant is giving permission for the Society to process the information in an appropriate way. Any personal details are stored securely in paper files and/or on a computer, used only for the purpose for which they were sent and destroyed after a reasonable period. What is reasonable depends on circumstances. For example, if an applicant for a Liddon Fund grant was pursuing doctoral studies over a period of three to four years, the information may be kept on file in case that applicant wishes to make a repeat application. Details of an approved application for the repair of an item may be kept until the body reports the work has been completed and the grant paid.

d) Tenants/lessees: the Society of the Faith lets out surplus accommodation in Faith House, mostly to other organisations/charities. In the case of an individual, the personal data which relates to the lease/tenancy only is retained, and that only while it is relevant to the lease or tenancy. This may extend beyond the termination date in case of any subsequent claims, but the data is destroyed once it becomes irrelevant.

It is necessary to retain some information for archive purposes. This particularly relates to Minutes of meetings, which form important archive material and should be retained by the

charity indefinitely. However, the Minutes usually make minimal references to individuals' personal information and record little more than the name and the decision about a grant. Applicants' and beneficiaries' personal names are not included in the Charity's annual report and accounts.

3. Access to information

The Society has always been open to requests from applicants for access to their own processed data. The Society will provide information free of charge to appropriate applicants without charge and within a calendar month. Applicants also have the right to have inaccurate processed data corrected. The Society does not exchange data with other organisations or databases.

4. Further information about the GDPR

The best source of information is the website of the Information Commissioner's Office.