

*How we use your personal data.* In the day-to-day running of the Christian Dental Fellowship (CDF) we ask for information (data) about you. The processing, collecting, holding and where appropriate sharing of data is governed by the General Data Protection Regulation (GDPR). This privacy notice describes the type of personal information we hold, why we hold it and what we do with it.

*What information do we collect?* Personal information including your name, address, date of birth, telephone number, email address, bank details.

*Why do we collect and use this information?* To enable the day to day running of CDF in accordance with our aims, to produce our annual accounts, to comply with the requirements of the Charity Commission and to comply with the law.

*How will we collect your data?* We will ask you for this information when you join CDF or renew your annual subscription. We will only collect what we need for a specific purpose. We will make sure it is accurate and keep it up to date. We will not keep it for longer than is necessary and will comply with relevant guidance about how long we will keep it for, for example, Gift Aid declarations and financial donations -are kept for up to six years after the date of the last donation.

*What is the legal (lawful) basis for processing your personal data?* The data is processed in line with CDF's legitimate interests; in order to fulfil the aims of CDF, offer you the benefits of membership, comply with our legal requirements in order to process Gift Aid, and record your financial donations correctly. This includes, but is not restricted to, sending out our quarterly mailings: Three-in-One magazine; quarterly prayer calendar and conference flyers, emails with CDF news and details of events, including the publicity of regional events, the annual family conference and online events. Occasionally, CDF may contact you with additional CDF emails, including details of job vacancies/wanted or ad hoc prayer requests or similar material, where deemed relevant. If you have consented via the membership form or directly to CDF Admin, then you will also receive the daily prayer emails. You can unsubscribe and sign up for these daily prayer emails at any time.

*How do we keep your data safe?* We will use appropriate measures to keep your personal data secure at all points of the processing, this means protecting it from unauthorised or unlawful use.

*Who do we share your data with?* We treat your data as strictly confidential and it will only be shared for purposes related to the legitimate interests and purposes of CDF, for example, preparation of annual accounts, being part of a Regional Group, in connection with any special interest or subgroups you join. We will not pass your data on to a third party outside of CDF for another purpose, unless we have asked your permission first and given a reason for how your data will be shared and for what purpose, or we are legally required to do so.

*New purpose?* If we wish to use your data for a new purpose, for example inclusion in a messaging group such as Whatsapp, or seeking your views by survey, we will ask for your permission first.

*What are my rights?* You have a right of access to the data we hold about you, to receive a copy and to have it corrected if inaccurate. In certain circumstances you can request that your data is erased. You have a right to withdraw your consent to the processing at any time.

*Changes to the Policy* We may update this Privacy Policy from time to time. We will notify you of any significant changes by email and post the new Privacy Policy on our website and updating the 'Last Updated' date at the top

*Contact Us* If you wish further details please contact Naomi Wilson, CDF Administrator, [cdfadmin@cdf-uk.org](mailto:cdfadmin@cdf-uk.org)

*Complaints* If you believe that we have not complied with your data protection rights, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) in the UK. Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 123 1113 and website <https://ico.org.uk/>