



Hastings Christian Trust Privacy Policy

Your privacy is very important to us and so we are committed to protecting it, but we very much want to keep you informed on the many events and projects of Christian Schools Work in Hastings and its locality. Please don't lose touch! To comply with the new data protection legislation we have to have your agreement now to keep you on our database.

We aim to be as clear as possible about how and why we use the personal data you give us, but we do recognise that many only want the headline information. If our Privacy Policy doesn't fully answer your questions then please contact us.

The data we collect:

Hastings Christian Trust only stores your personal data when you have given us your permission to do so. We hold only your name, address, telephone number and email address (where applicable). **We will only collect your data if:**

- We have your permission to do so - you can change your preferences or unsubscribe by contacting us.
- We think we have a legitimate reason to do so - for example, if you have showed an interest in a particular area of our activity, or you have attended one of our events previously, we may contact you in subsequent years to inform you of similar future plans or events.

What we do with your data:

- Keep you updated with the work of Christian Schools Work Hastings.

How we handle your data:

- If you ask to join our contact list your information will be saved onto an electronic device, usually a laptop computer and backup hard drive. Each device is password protected with restricted access to certain users in our organisation. Any paper lists with your information on are kept in an office with separate locked storage.

Timescales:

We will continue to review the way we store and use your data ensuring that we do not hold onto data for longer than necessary.

Who we pass your data onto:

Hastings Christian Trust does not sell or pass information to third parties and we would always refuse any such requests. We do not pass any of your personal data on to other organisations or individuals for marketing purposes.

You have the right to:

- Be informed. We hope that this policy answers any questions you may have but if you have any concerns please contact us.
- Get access to your personal data. You can ask to see your data at any time. Ensure your data is up to date. We will do all we can to ensure that your data is up to date and protected. If any of your details change or are incorrect please contact us.
- Be forgotten. You have the right to ask us to erase your information.

Objecting to how we use your personal data

You have the right to object to how we use your personal data. Specifically, you have the right to object to:

- Our decision to use your personal data when we think we have a legitimate interest.
- Any direct marketing.
- Any time we choose to use your personal data for scientific purposes or historical research and statistics.
- If you have any concerns or questions regarding anything you have read in our Privacy Policy or any other matter pertaining to your privacy or data security please contact us.