

## Data Protection

This policy has taken into consideration the seven key principles set out in the General Data Protection Regulations (GDPR). These are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

### Who we are

Our website address is: <https://www.journey-uk.org>

### What personal data we collect and why we collect it

**Website contact forms:** Contact forms are used to submit (email) messages to the office and are not otherwise used to store data.

**Course and events applications:** Contact information and application information relevant for processing your application to attend any of our courses and events.

**Resources:** Contact information relevant for processing orders for any of our resources.

**Gift Aid:** All information relevant to processing your gift aid donation.

**Cookie and Website Data:** This site uses cookies and other tracking technologies to assist with navigation and your ability to provide feedback, analyse your use of our site and services. We may collect data about the device you are using including, but not limited to, the browser type, IP address and screen resolution. This data is not personally identifiable to you and is used to optimize the performance of the site for you.

## **Who we share your data with**

We will not give or sell your personally identifiable data to any third party for any reason unless required to do so by a court of law.

Applications forms for courses will be read and processed by authorised staff members of Journey UK. If your application is successful, it will also be read by your small group leaders.

## **How long we retain your data**

**Event Data** is kept for two years from the end of the last event you attended.

**Course Application Data** is kept for two years from the end of the last course you attended. Phone numbers you provide us with related to a course are stored on a mobile phone accessible by authorised staff. This data is deleted from the device two years from the end of the last course you attended (unless you have indicated otherwise).

**Gift Aid Data** is kept indefinitely unless you inform us that you wish it to be deleted whereupon it will be kept for six years after your last donation for potential HMRC auditing purposes.

**Resources Invoice Data** forms part of our business accounts and is kept for six years after your last order for potential auditing purposes.

**Event Ticket Bookings and Mail-list Data** is held by third party websites (e.g. Eventbrite or Mailchimp) and is governed by their data protection and privacy policies. We only use services that comply with General Data Protection Regulations (GDPR).

## **What rights you have over your data**

If you have attended a course or event with us, filled in a Giving Form or ordered any of our resources, you can request to receive information about the personal data we hold about you. At any time, you can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

## **How we protect your data**

**Event Data** is kept in a secure, password protected, cloud based service and/or on a password protected computer.

**Course Application Data** is kept in a secure, password protected, cloud based service and/or on a password protected office computer. Paper applications are kept in a locked cabinet

accessible by authorised staff. Phone numbers you provide us with related to a course are stored on a password protected mobile phone accessible by authorised staff.

During our residential 'Summer Week', paper applications are transported in a portable lock box and appropriate care is taken to keep them safe for the duration of the week.

**Gift Aid Data** is kept in a locked office.

**Resources Invoice Data** is kept in a locked office and/or in a secure, password protected, cloud based service and/or on a password protected computer.

We will continue to review our Privacy Policy as it is an item on our Risk Register, overseen by our staff and trustees.

### **Contacting us**

If you have any questions or concerns about this Privacy Policy, or you wish to withdraw consent for us to process your personal data, please contact The Data Controller at:

**Email:** [hello@journey-uk.org](mailto:hello@journey-uk.org)

**Phone:** 020 7799 2200

*We are registered with the Information Commissioner's Office (ICO). To find out more about your rights, see their website: <https://ico.org.uk/>*