

BIBLES FOR CHILDREN

Registered CIO Charity No. 1187754 (England & Wales) and SC050350 (Scotland)
Recognised as a Section 167 Charity in Northern Ireland

11 Southlands Drive, Timsbury, Bath, BA2 0HB

Tel: 01761 471169 Website: www.biblesforchildren.org.uk Email: bibles4children2@aol.com

PRIVACY POLICY

The type of personal information we collect:

- Personal identifiers, contacts and characteristics (for example name and contact details).
- Organisational addresses
- Email addresses
- Financial information where necessary
- Special category information
- Employee status
- Website user stats

How we get the personal information and why we have it:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For us to provide up to date information regarding the Charity
- For us to despatch orders to the correct addresses
- For us to send invoices and subsequent statements to the correct recipient
- For us to acknowledge donations and provide receipts

We also receive personal information indirectly, from the following sources:

- Schools
- Churches
- Donors
- Internet

We use the information you that you have given us in order to:

- Provide you with information
- Ensure orders are despatched to the correct locations
- Send invoices and statements to the correct location or individual

We may share this information with other agencies:

- Our distributors Marston Book Services Limited, 160 Eastern Avenue, Milton Park, Abingdon, Oxford OX14 4SB 01235 465603
- A variety of carriers and deliverers to ensure correct delivery of Bibles to specified locations and individuals

Under the UK General Data Protection Regulation (UK GDPR), the lawful code we rely on for processing this information is one or more of the following:

- (a) Your consent, which you are able to remove at any time.
- (b) A contractual obligation
- (c) A legal obligation
- (d) A vital interest
- (e) To perform a public task
- (f) A legitimate interest

How and why we store your personal information:

Your information is securely stored locally in digital and/or paper format.

We keep the data we hold for up to five years. The reason we hold the data is to facilitate repeat orders or advise that a Re-Start is available to a school. After this point if no communication is received we will delete the data we hold on digital files. Paper copies are held for a period of seven years to meet our commitment to HMRC.

Your data protection rights:

Under data protection law, you have rights including:

Your right of access – You have the right to ask us for copies of your personal information

Your right to rectification – You have the right to ask us to rectify personal information you think is inaccurate or incomplete

Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances

Your right to restriction of processing – You have the right to ask us to restrict the processing of your personal information in certain circumstances

Your right to object to processing – You have the right to object to the processing of your personal information in certain circumstances

Your right to data portability – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you

If you have any concerns about our use of your personal information, you can make a complaint to us

How to contact us to make a request or complaint:

Data Controller: Dr. Geoff H. Smith
Director of Operations
c/o Redwood House
6 The Mead
Timsbury
Bath
BA2 0NS

Phone: 01761 471063
Email: bibles4children2@aol.com

If you are unhappy with how we have used your data you can also complain to the Information Commissioner’s Office (ICO)

The ICO’s address:
Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: ico.org.uk

Policy documents:

A list and details of all the policies of the charity can be found on our website: biblesforchildren.org.uk

This Privacy Policy was completed and approved on the 26th September 2023. It is due for review in September 2024 or earlier if required.

