

## Christians and Sheffield Schools Privacy Policy

CaSS is committed to complying with Data Protection Law and we take each individual's privacy and rights very seriously. This policy sets out how we handle personal data.

### Who are we?

Christians and Sheffield Schools (CaSS) seeks to help churches serve their local schools. CaSS is a registered charity, no. 1007305. We are registered at 291 Abbeydale Road, Sheffield, S7 1FJ, and can be contacted by emailing [admin@cass-su.org.uk](mailto:admin@cass-su.org.uk).

### Data Processing

CaSS will only ever collect data that it needs. We process data primarily for the purposes of communication, for the following reasons:

- To thank supporters and inform them of the latest news and work of CaSS
- To inform of opportunities linked to CaSS, for example to receive free Scripture Union comics or to advertise the Joined Up Conference
- To provide a service, e.g. loan of a resource, School chaplaincy course, school-church visit packs etc.

We collect and store names and email addresses, and postal addresses where mailing has been requested by post. Sometimes it is necessary to know which organisation or church the individual is affiliated with. We collect and store names, email addresses, postal addresses and financial details of those who give financially to CaSS.

We use the following lawful bases for collecting and storing information:

**Consent**, where the individual has clearly expressed consent to be contacted and this consent will be recorded. Where consent is the basis, there is always a clear option to unsubscribe from future emails. Alternatively, you can email [admin@cass-su.org.uk](mailto:admin@cass-su.org.uk) to unsubscribe, or for any queries related to your personal data.

**Legitimate interest** is also used as a basis, balancing the interests of CaSS alongside the individual's rights and freedoms.

In exceptional circumstances, we may process data to comply with a **legal obligation** or to protect someone's **vital interests**, both of which are covered in the GDPR.

CaSS will never sell information to a third party and will only pass on information where consent has been expressly given or where there is a legal obligation to do so. This includes using Mailchimp which is used to send emails. Mailchimp have their own data protection included in their terms and conditions.

CaSS will only keep information for as long as is necessary and will review its privacy policy and data stored every three years.

## **Your rights as an individual**

Individuals whose data is processed have the following rights:

- To be informed – Privacy notices will indicate where data is collected.
- To access – An individual may request a copy of their data which is processed and this will be provided as quickly as possible, at the very latest within one month.
- To amend – An individual may request data to be amended if it is inaccurate or incomplete. Amendments will be made as soon as possible, at the very latest within one month.
- To erase – An individual may ask CaSS to erase their data and, where appropriate, this will be carried out as soon as possible.
- To restrict processing – An individual can limit the way that CaSS uses their data.
- To data portability – Data provided to an individual must be in an accessible format.
- To object – Individuals reserve the right to object to any data being processed.

Any request relating to data rights should be made in the first instance to the CaSS administrator.

Any complaints about our data processing methods may be made to the Information Commissioner's Office, [www.ico.org.uk](http://www.ico.org.uk).

## **Changes to the Privacy Policy**

CaSS may modify this privacy policy from time to time and any substantial changes made will be available to see on our website.

*Updated: February 2020*