

CPA Privacy and Data Protection Policy

The Christian Police Association takes your privacy seriously. The information you provide to us will be held under the Data Protection Act 1998 and in line with the EU General Data Protection Regulation 2017.

We know that your privacy is very important to you. We recognise the importance of protecting the privacy of information that we may collect.

We aim to be as clear as possible about how and why we use information we collect from you. We only collect information that you consent to give us.

If your questions are not fully answered by the information below, please contact our Data Protection Officer who will be happy to help. Email: office@CPAuk.net

Compliance with the Data Protection Act 1998 and EU General Data Protection Regulation 2017 underlies all of our personal information privacy practices. We also have a Data Protection Statement which governs how we deal with and use the information that we collect about you.

CPA Data Protection Statement

By providing your personal details you agree to allow the CPA to contact you by mail, email, telephone or SMS text message and social media (*Communications*) in connection with its charitable purposes (our Mission). You can choose your preferred method of communication. You will only receive communications sent by CPA.

How we collect information about you

The CPA does not collect and store any personal information about individuals, except where you choose to give us your personal information. This could include when becoming an employee, Member, Friend or Community Partner, requesting resources, booking into an event, or making a donation, by whatever means of communication.

What information we collect

In line with this policy and statement, we may collect and store names, addresses, telephone numbers, email addresses, Police Force ID, social media profiles and records of donations or payments. We do not collect dates of birth or any other means of personal identification, unless you are an employee of CPA. You may choose what address information you give us. This may be a home address, work address or 'Care Of' address.

Why we collect information about you - our use of your information

- To provide you with information about our work as outlined in our Mission. This may include membership related communications, events, resources, fundraising and any other services in connection with our Mission.
- To make sure we have an accurate record of all donations received, to provide invoices and track payments and to maintain accurate financial records.
- To enhance or improve your experience on our website and your experience with our communications.

Security and storage of information

We will keep your information secure by taking appropriate technical and organisational measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage.

Your data may be stored in the cloud using approved third party service providers. This may include storage of your data in countries outside of the UK. Please see the note marked * below.

Who sees your information?

Your information will be seen by:

- Christian Police Association officers and staff as defined in our Constitution.
- Approved third party service providers for the purpose of storing your data, maintaining financial records and providing communications from CPA.
- Legal organisations entitled to the information as required by law.

*These approved third party service providers will have been approved by the CPA Trustees with particular reference to security and sharing of data. Personal information in the European Union is protected by data protection laws but other countries do not necessarily protect your personal information in the same way. The European Economic Area (EEA) covers all countries in the EU plus, Norway, Liechtenstein and Iceland. Some of the third-party providers we use to help us manage our business and services may involve data transferring to the United States or other countries outside of the EEA. A list of these service providers (and their respective Privacy Policies) can be supplied upon request.

We do not sell or rent your personal data or information to any third party or share your information with third parties for their marketing purposes.

Please note that if you have access to a secure shared CPA site in a cloud service, other users with the same access will be able to see your username/profile.

How long do we keep your information?

- We will only keep information that is necessary for the purposes stated above.
- We will endeavour to keep our records about you up to date. Please advise us if your details change or if you wish to have your details removed.
- We will keep records of any financial transactions you enter into with us for a minimum of six years. This will enable us to meet with accounting requirements and respond to any questions from you that arise during that period.

Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of our emails).

- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that if you exercise some of these rights, such as the right to deleting your data, it will make it impossible for us to continue to deliver some services to you. However, it is your right and choice.

You may request details of all the information the CPA holds about you by submitting a written/email request to our "Data Protection Officer" at CPA HQ. Please include a telephone number and/or email address to enable us to contact you. Manifestly unfounded or excessive requests can be charged for or refused. We will respond to you within one month of receipt of your request.

If you think there is a problem with the way your information is being handled

If you have not been able to resolve any concerns about your information with us, then you have the right to complain to the Information Commissioners Office.

Cookies

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, such as remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website.

Links to other sites

Our website includes links to other sites. The CPA cannot be held responsible for their privacy policies or the way in which they handle personal information.

This policy and statement may be subject to updates and changes.

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