

# Privacy Policy - Donors

## 1. Donors – online

<b>a. What personal data is collected?</b>	<p>We collect the following personal data from you when processing online donations:</p> <p>Title First Name Last Name Home Address Email (optional) Telephone (optional) Credit/debit card information</p>
<b>b. Do you collect any special category data?</b>	<p>We do not collect any special category data.</p>
<b>c. How do you collect my data from me?</b>	<p>The data is collected through the online payment form provided by the Charities Aid Foundation (CAF Donate).</p>
<b>d. Is any other data about me collected indirectly?</b>	<p>When you make a donation online you sometimes share with us by email personal information about you and others (e.g. family and friends) and sometimes ask us for prayers or for a Mass to be offered. This information is shared only with authorised personnel and stored securely and in confidence, so that we can fulfil your request and we can be aware and sensitive when contacting you in the future. This is motivated by our Christian faith and a pastoral approach to managing our relationship with you.</p>
<b>e. Is any data collected when I used your website?</b>	<p>Cookies are small pieces of data that are stored on your computer or other device when a website is loaded in a browser. When you first visit our website, we invite your consent to use 'third party' cookies to analyse how visitors are using the website so that we can improve the website and give you a better experience. We use Google Analytics for this purpose and data is collected anonymously.</p>
<b>f. How do you use my personal data? And how do you justify it?</b>	<p>We use your data to transact the online donation and, when requested by you, to acknowledge your donation by email or by post.</p> <p>If you wish to make an online donation, we have to process your personal data in order to meet our legal obligations.</p>
<b>g. Do you share my data with any other organisations?</b>	<p>We may share your personal information with our service providers/ data processors so that they can carry out work on our behalf. For online donations, the service providers/data processors are:</p> <ul style="list-style-type: none"><li>• Charities Aid Foundation (CAF Donate)</li></ul>
<b>h. How long do we keep your information?</b>	<p>The retention period will vary according to the nature of the purpose under which the information is held. For example:</p> <p>We retain financial data and Gift Aid declarations in accordance with HMRC guidance, which in the case of a one-off donation is generally six years from the end of the accounting period in which the donation is received; the period is longer in the case of a declaration which applies to a series of donations or if an HMRC query is received during the normal retention period.</p>

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### 2. Donors – over the telephone

<b>a. What personal data is collected?</b>	<p>We collect the following personal data from you when processing donations over the telephone:</p> <p>Title First Name Last Name Home Address Telephone (optional) Email (optional) Credit/debit card information</p>
<b>b. Do you collect any special category data?</b>	<p>We do not collect any special category data.</p>
<b>c. How do you collect my data from me?</b>	<p>Verbally over the telephone when you call us.</p>
<b>d. Is any other data about me collected indirectly?</b>	<p>When you call to make a donation you sometimes share with us personal information about you and others (e.g. family and friends) and sometimes ask us for prayers or for a Mass to be offered. This information is shared only with authorised personnel and stored securely and in confidence, so that we can fulfil your request and we can be aware and sensitive when contacting you in the future. This is motivated by our Christian faith and a pastoral approach to managing our relationship with you.</p>
<b>e. Is any data collected when I used your website?</b>	<p>N/a</p>
<b>f. How do you use my personal data? And how do you justify it?</b>	<p>We use your data to transact the credit/debit card payment and, when requested by you, to acknowledge your donation by post or email.</p> <p>If you wish to make a donation over the telephone, we have to process your personal data in order to meet our legal obligations.</p>
<b>g. Do you share my data with any other organisations?</b>	<p>We may share your personal information with our service providers/ data processors so that they can carry out work on our behalf. For credit/debit card donations via telephone, the service providers/data processors are:</p> <ul style="list-style-type: none"><li>• Charities Aid Foundation (CAF Donate)</li></ul>
<b>h. How long do we keep your information?</b>	<p>The retention period will vary according to the nature of the purpose under which the information is held. For example:</p> <p>We retain financial data and Gift Aid declarations in accordance with HMRC guidance, which in the case of a one-off donation is generally six years from the end of the accounting period in which the donation is received; the period is longer in the case of a declaration which applies to a series of donations or if an HMRC query is received during the normal retention period.</p>

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### 3. Donors – by cheque/postal order

<b>a. What personal data is collected?</b>	<p>We collect the following personal data from you when processing donations received via cheque or postal order:</p> <p>Title First Name Last Name Home Address Telephone (optional) Email (optional)</p>
<b>b. Do you collect any special category data?</b>	<p>We do not collect any special category data.</p>
<b>c. How do you collect my data from me?</b>	<p>In sending the cheque, postal order or cash donation to us, you are providing us with your personal data.</p>
<b>d. Is any other data about me collected indirectly?</b>	<p>When you send us a donation you sometimes share with us personal information about you and others (e.g. family and friends) and sometimes ask us for prayers or for a Mass to be offered. This information is shared only with authorised personnel and stored securely and in confidence, so that we can fulfil your request and we can be aware and sensitive when contacting you in the future. This is motivated by our Christian faith and a pastoral approach to managing our relationship with you.</p>
<b>e. Is any data collected when I used your website?</b>	<p>N/a.</p>
<b>f. How do you use my personal data?</b>  <b>And how do you justify it?</b>	<p>We use your data to transact the donation made by cheque or postal order and, unless you request otherwise, to acknowledge your donation.</p> <p>If you wish to make a donation via cheque or postal order, we have to process your personal data in order to meet our legal obligations.</p>
<b>g. Do you share my data with any other organisations?</b>	<p>We may share your personal information with our service providers/ data processors so that they can carry out work on our behalf. For donations received via cheque or postal order, the service providers/data processors are:</p> <ul style="list-style-type: none"><li>• NatWest Bank</li></ul>
<b>h. How long do we keep your information?</b>	<p>The retention period will vary according to the nature of the purpose under which the information is held. For example:</p> <p>We retain financial data and Gift Aid declarations in accordance with HMRC guidance, which in the case of a one-off donation is generally six years from the end of the accounting period in which the donation is received; the period is longer in the case of a declaration which applies to a series of donations or if an HMRC query is received during the normal retention period.</p>

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### 4. Donors – when people pledge a legacy

<b>a. What personal data is collected?</b>	<p>We collect the following personal data from you when you pledge a legacy:</p> <p>Title First Name Last Name Home Address Telephone (optional) Email (optional)</p>
<b>b. Do you collect any special category data?</b>	<p>We do not collect any special category data.</p>
<b>c. How do you collect my data from me?</b>	<p>You inform us of your intention to gift us a legacy in your will.</p>
<b>d. Is any other data about me collected indirectly?</b>	<p>When you pledge a legacy to us you sometimes share with us personal information about you and others (e.g. family and friends) and sometimes ask us for prayers or for a Mass to be offered. This information is shared only with authorised personnel and stored securely and in confidence, so that we can fulfil your request and we can be aware and sensitive when contacting you in the future. This is motivated by our Christian faith and a pastoral approach to managing our relationship with you.</p>
<b>e. Is any data collected when I used your website?</b>	<p>N/a</p>
<b>f. How do you use my personal data?</b>  <b>And how do you justify it?</b>	<p>We use your data to record and acknowledge your pledge and to keep in touch with you until the legacy is fulfilled.</p> <p>We have legitimate interest in processing your data for this purpose.</p>
<b>g. Do you share my data with any other organisations?</b>	<p>We may share your personal information with our service providers/data processors so that they can carry out work on our behalf. For donations received in the form of a legacy, the service providers/data processors are:</p> <ul style="list-style-type: none"><li>• Legacy Link – we engage a legacy consultant to administer our legacies</li></ul>
<b>h. How long do we keep your information?</b>	<p>We will keep your information until the legacy is fulfilled or until you request otherwise.</p>

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### 5. Donors – when we are informed of a legacy (post mortem)

<b>a. What personal data is collected?</b>	<p>We collect the following personal data from you when you inform us about a legacy:</p> <p>Title First Name Last Name Home Address Telephone (optional) Email (optional)</p>
<b>b. Do you collect any special category data?</b>	<p>We do not collect any special category data.</p>
<b>c. How do you collect my data from me?</b>	<p>You inform us that we are a beneficiary in a Will and have a role – e.g. Executor – in the administration of the deceased's estate.</p>
<b>d. Is any other data about me collected indirectly?</b>	<p>When you inform us of a legacy you sometimes share with us personal information about you and others (e.g. family and friends) and sometimes ask us for prayers or for a Mass to be offered. This information is shared only with authorised personnel and stored securely and in confidence, so that we can fulfil your request and we can be aware and sensitive if we need to contact you in the future. This is motivated by our Christian faith and a pastoral approach to managing our relationship with you.</p>
<b>e. Is any data collected when I used your website?</b>	<p>N/a</p>
<b>f. How do you use my personal data?</b>  <b>And how do you justify it?</b>	<p>We use your data for correspondence about the legacy, to express our sympathy and condolences to you and/or the family of the deceased and to transact legacy payments made by cheque or direct to our bank account.</p> <p>If you inform us of a legacy, we have to process your personal data in order to meet our legal obligations.</p>
<b>g. Do you share my data with any other organisations?</b>	<p>We may share your personal information with our service providers/data processors so that they can carry out work on our behalf. For donations received in the form of a legacy, the service providers/data processors are:</p> <ul style="list-style-type: none"><li>• Legacy Link – we engage a legacy consultant to administer our legacies</li><li>• NatWest Bank</li></ul>
<b>h. How long do we keep your information?</b>	<p>The retention period will vary according to the nature of the purpose under which the information is held. For example:</p> <p>We retain financial data in accordance with HMRC guidance, which in the case of a one-off legacy payment is generally six years from the end of the accounting period in which the payment is received; the period is longer if an HMRC query is received during the normal retention period.</p>