



In the day-to-day running of the Christian Dental Fellowship (CDF) we ask for information (data) about you. The processing, collecting, holding and where appropriate sharing of data is governed by the General Data Protection Regulation (GDPR). This privacy notice describes the type of personal information we hold, why we hold it and what we do with it.

What information do we collect? - Personal information including, name, address, date of birth, telephone number, email address, bank details.

Why do we collect and use this information? - To enable the day to day running of CDF in accordance with our aims, to produce our annual accounts, to comply with the requirements of the Charity Commission and to comply with the law.

How we collect your data? – We will ask you for this information when you join CDF or renew your subscription. We will only collect what we need for a specific purpose. We will make sure it is accurate and keep it up to date. We will not keep it for longer than is necessary and will comply with relevant guidance about how long we will keep it, for example, gift aid declarations and financial donations and for up to 6 years after the calendar year to which they relate.

What is the legal (lawful) basis for processing your personal data? - Most of the data is processed as it is in our **legitimate interest** in order to fulfil the aims of CDF and offer you the benefits of membership. This includes sending out our quarterly mailings: Three-in-One magazine; quarterly prayer calendar and conference flyers. It also includes the publicity of regional events and the annual family conference. You may have subscribed separately for daily prayer emails.

Some of the data is processed for compliance with our **legal requirements** in order to process Gift Aid and record your financial donations correctly.

If your information is used for another purpose, we will ask your **consent** first. From time to time CDF may wish to contact you with *additional CDF emails*, this includes details of job vacancies or ad hoc prayer requests or similar material. We require your explicit **consent** to send you this information. **If you wish to consent to receiving these additional CDF emails then please send an email to cdf.sarahfelton@gmail.com stating; “Yes please, opt me in to receive additional CDF emails”.**

If we do not hear from you, we will not send these additional emails to you anymore.

How do we keep your data safe? – We will use appropriate measures to keep your personal data secure at all points of the processing, this means protecting it from unauthorised or unlawful use.

Who do we share your data with? – We treat your data as strictly confidential and will only be shared for purposes related to CDF, for example, preparation of annual accounts, in connection with our mission partners or their sending organisations. We will not pass your data on to a third party for another purpose unless we have asked your permission.

New purpose? – If we wish to use your data for a new purpose we will ask for your permission.

What are my rights? - You have a right of access to the data we hold about you, to receive a copy and to have it corrected if inaccurate. In certain circumstances you can request that your data is erased. You have a right to withdraw your consent to the processing at any time.

Further Information - If you wish further details please contact Sarah Felton, CDF Administrator, PO Box 12023, Colchester, CO1 9NX or cfdadmin@cdf-uk.org You can also contact the Information Commissioners Office, ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 123 1113 and website <https://ico.org.uk/>