



Free Churches Group
 27 Tavistock Square
 London WC1H 9HH
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 w. freechurches.org.uk

Privacy Statement

Who we are

We are The Free Church Federal Council, a company registered in England and Wales with registered company number 00364987 whose registered office is at 27 Tavistock Square, London WC1H 9HH known as “The Free Churches Group”. The Free Church Federal Council is also a registered charity with registered charity number 236878. Please contact us using the details below if you have any questions on these terms or the service that we provide. All references to “us” or “we” throughout this statement is to The Free Church Federal Council.

What information we hold about you and how we use this

We collect personal information from you and others. The personal information we collect will depend on the role that you undertake and can be summarised as follows:

Your Role:	Chaplain
What information we may hold about you:	<ul style="list-style-type: none"> • name, address and contact details • National Insurance number • date of birth • religious denomination • endorsements from a religious leader or senior religious referee • your role and place of work • any other information that you may provide us
How we use your information:	<p>To obtain the required endorsement for the Ministry of Justice (‘MOJ’) or the National Health Service (‘NHS’) as appropriate.</p> <p>We will not use any details provided on any of the forms related to an endorsement other than for the purpose of obtaining such endorsement. Once we have processed your endorsement, we will archive all related forms in line with our retention periods outlined below.</p>

Moderator: Revd Dr Hugh Osgood
 General Secretary: Revd Paul Rochester

Convenor: Mr Geoff Lomas

Assemblies of God - Baptist Union of Great Britain - Baptist Union of Wales - Churches in Communities International – Church of God of Prophecy - Church of the Nazarene – Congregational Federation - Council of African & Caribbean Churches UK – Christ Apostolic Church - Countess of Huntingdon’s Connexion - Fellowship of Churches of Christ - Free Church of England - Free Methodist Church - Independent Methodist Churches - Methodist Church - Moravian Church - New Testament Assembly - New Testament Church of God - Old Baptist Union - Presbyterian Church of Wales - Salvation Army - Union of Welsh Independents - United Reformed Church - Wesleyan Reform Union

	We may also use your contact details to provide general pastoral support (including invite to the relevant events/ conferences/ trainings/ workshops, news, consultations or publications), inform you of vacancies and to provide updates with regard to national issues. We may also contact you to verify any changes in your contact details as notified to us by your Managing Chaplain or Religious Leader.
Lawful basis for processing your information:	We need to process your information to fulfil our legitimate interests in processing chaplain endorsements and maintaining a record of chaplain appointments. This may include responding to any enquiries made by you, the MOJ, the NHS and FCEC regarding your appointment. We may also contact you in relation to national issues, vacancies we feel are relevant to you and to provide general pastoral support.
How long we will retain your information:	We will retain your data for as long as you are engaged as a prison or healthcare chaplain and for up to 10 years after you retire from such role unless we are required by law to retain for a longer period.

Your Role:	Religious leaders or senior religious referees providing a chaplain endorsement
What information we may hold about you:	<ul style="list-style-type: none"> • name, address and contact details • religious denomination • position or role in your faith community • any chaplain endorsements that you provide to us • any other information that you may provide us
How we use your information:	We will use your details in order to contact you to request information to enable us to provide an endorsement for a chaplain located within your region or denomination. Once you have provided us with this information we will then use it to provide derived information to the MoJ or NHS as appropriate, along with your name, address, contact details

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	and your position or role within the faith community. We will then add your reference along with your details and the chaplain's details to our prison chaplain or healthcare database as appropriate.
Lawful basis for processing your information:	We need to process your information to fulfil our legitimate interests in processing chaplain endorsements and maintaining a record of chaplain appointments. This may include responding to any enquiries made by you, the MOJ, the NHS and FCEC regarding relevant chaplain appointments.
How long we will retain your information:	We will retain your data for as long as any prison or healthcare chaplain you have endorsed remains in their role unless we are required by law to retain for a longer period.

Your Role:	SACRE Members
What information we may hold about you:	<ul style="list-style-type: none"> • name, postal address and contact details • religious denomination • career and volunteer history in relation to religious education • any other information that you may provide us
How we use your information:	To maintain a register of SACRE appointments. To enable us to notify you of any suitable SACRE vacancies, relevant events, news, consultations or publications that may support you as a Free Church SACRE member.
Lawful basis for processing your information:	We only process this information with your consent which you may withdraw at any time.
How long we will retain your information:	We will retain your data for as long as you remain a SACRE member and for up to 5 years after you retire from such role unless we are required by law to retain it for a longer period.

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Your Role:	Free Churches Steering Committee/Group Members
What information we may hold about you:	<ul style="list-style-type: none"> • name and contact details • religious denomination • any other information that you may provide us
How we use your information:	To enable us to notify you of any relevant events, meetings, conferences, workshops, news, consultations or publications that may support you as a steering group member.
Lawful basis for processing your information:	We only process this information with your consent which you may withdraw at any time.
How long we will retain your information:	We will retain your data for as long as you remain a steering group/committee member and for up to 5 years after you retire from such role unless we are required by law to retain it for a longer period.

Your Role:	Newsletter Subscriber
What information we may hold about you:	<ul style="list-style-type: none"> • name and contact details • religious denomination • any other information that you may provide us
How we use your information:	To provide our newsletter and other information to you.
Lawful basis for processing your information:	We only process this information with your consent which you may withdraw at any time.

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How long we will retain your information:	We will hold your data for a period of up to 2 years after you cease to subscribe to our newsletters.
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Who we may share your data with

We will not transfer your data to any third parties other than as set out below.

We may disclose your personal data to:

- our agents and service providers
- the Ministry of Justice
- the National Health Service
- the Free Church Education Committee ('FCEC')
- Education institutions and authorities
- a third party who takes over our functions or who we may merge with
- law enforcement and regulatory agencies in connection with any investigation to help prevent unlawful activity or as otherwise required by law

Keeping your data secure

We will use appropriate technical and organisational measures to safeguard your personal data, for example:

- we store your personal data on secure servers
- access to your personal data is limited to authenticated and approved staff

For more information on how we protect your information please contact us using the details below.

While we will use all reasonable efforts to safeguard your personal data, you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet.

Transfer of data out of the EEA

We will not transfer your data outside of the European Economic Area (EEA).

Your Rights

You have the right to request access to personal data that we may process about you. If you wish to exercise this right, you should:

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- put your request in writing
- include proof of your identity and address (e.g. a copy of your driving licence or passport, and a recent utility or credit card bill); and
- specify the personal data you want access to, including any account or reference numbers where applicable.

You have the right to require us to correct any inaccuracies in your data free of charge. If you wish to exercise this right, you should:

- put your request in writing;
- provide us with enough information to identify you; and
- specify the information that is incorrect and what it should be replaced with.

In certain circumstances you have the right to require us to erase personal data that we may process about you. If you wish to exercise this right, you should:

- put your request in writing; and
- provide us with enough information to identify you.

If you have any concerns or questions as to the way in which we process your information please do contact us. In addition, you have a right to bring a complaint with the Information Commissioner's Office. More information on the Information Commissioner's Office and your rights is available at www.ico.org.uk.

Changes to this policy

We may change this policy from time to time on notice to you.

Contact Us

To contact us please use the following details:

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Free Church House
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02036518334
info@freechurches.org.uk

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