

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> <p>We may also use your contact details to provide general pastoral support (including invite to the relevant events/ conferences/ trainings/</p>

	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:	<p>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.</p> <p>We may also contact you in relation to national issues, vacancies we feel are relevant to you and to provide general pastoral support.</p>
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 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:	Higher Education Chaplains
What information we may hold about you:	<ul style="list-style-type: none"> • name, postal address and contact details • religious denomination • job title and role • any other information that you may provide us or which is in the public domain (e.g. available on university websites)
How we use your information:	To maintain a register of HE chaplains. To enable us to notify you of any events or news that may support you as an HE chaplain.
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 information for as long as you remain an HE chaplain, and for up to two years after you retire from such a role, unless we are required by law to retain it 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.

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
	<ul style="list-style-type: none"> • name and contact details • religious denomination

What information we may hold about you:	<ul style="list-style-type: none"> 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.
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.

Zoom

(i) The Free Churches Group uses Zoom for meetings and conferences. When you join a Zoom meeting, Zoom has access to your personal data in accordance with its privacy policy [here](#).

(ii) Zoom also uses cookies to collect data. You can adjust these settings by following the link in the footer of the page on the Zoom site and clicking on “cookie preferences”.

(iii) When you join a meeting using Zoom and hosted by the Free Churches Group, we have access to your personal data, as below.

Information available to us:	<ul style="list-style-type: none"> Name Image
How we use your information:	<ul style="list-style-type: none"> We may contact you in relation to the meeting or conference if we already hold your contact details and you have not specifically requested that we do not contact you. We may use screen shots in news items or publicity in our website, and these may include your image. We will inform you verbally during the course of the meeting that we intend to use your information in this way, and offer you the opportunity to withdraw your consent.

Lawful basis for processing your information:	We only process this information with your consent, which you may withdraw at any time.
What you can do to keep your personal data from being disclosed to the Free Churches Group	<ul style="list-style-type: none"> You may choose to conceal your name on a Zoom screen by using an alias, or identifying yourself as “guest” or “user”. You can turn off your camera so that your image is not visible to us.
How long we will retain your information:	We will hold your data for a period up to 2 years after the meeting or conference has taken place.

(iv) We may record Zoom meetings, conferences or webinars for the following reasons:

- To support us in writing minutes of the meeting.
- For internal purposes of review
- In order to make the content of the meeting, conference or webinar available to a wider audience.

(v) We will inform you in advance, at the time of registering if applicable, if we intend to record a meeting and offer you the chance to conceal your name and/or image. We will state at the beginning of the meeting that it is being recorded and the same will apply.

(vi) We may upload recordings of meetings to the Free Churches Group’s YouTube channel to make the content available to a wider audience. These recordings will usually be unlisted and therefore only available to those with whom we have shared a link.

Eventbrite

(i) Registration and ticketing for some Free Churches Group events is hosted by Eventbrite, which is operated by Eventbrite Inc in the US. Should you wish to book on to one of our events, you will first need to register directly with Eventbrite via the booking form. By booking for an event via this channel, you consent to the collection, retention and use of your personal information in accordance with the terms of this policy.

(ii) The information you provide will be used to process your booking. We will also use it to contact you via Eventbrite regarding your booking. We may also contact you to undertake post-event evaluation.

(iii) Please note that Eventbrite is a third-party service that is not owned or managed by the Free Churches Group. Any personal information that you provide via the booking form will be held in the US by Eventbrite Inc and the Free Churches Group.

(iv) This privacy policy only refers to the way the Free Churches Group will use your information. You should also review Eventbrite’s terms and conditions, and privacy policy [here](#).



(v) If you wish to attend one of our events but do not wish to use Eventbrite to book a place, please contact the event organiser. Contact details for each event are available on the Free Churches Group website [here](#).

Cookie notice

When using our website, the personal information we collect might include your IP address, what pages you may have visited on our website, and when you accessed them (as part of our analytics report). Our site uses cookies to improve your experience and they are not used for targeted advertising purposes.

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:

- 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 to read [here](#).

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:

The Free Churches Group
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27 Tavistock Square
London, WC1H 9HH
02036518334
info@freechurches.org.uk