

# PRIVACY NOTICE

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*Note: 'we' = Across Woking; 'you' = you, the individual*

## 1. WHY DO WE COLLECT YOUR PERSONAL DATA?

Across Woking runs various events and engages with the community of Woking through its Aims and Objectives which are:

- I) TO ADVANCE THE EDUCATION OF THE PUBLIC INCLUDING THE CHURCHES IN THE AREA OF BENEFIT ABOUT CULTURAL AND RELIGIOUS ISSUES IN AN ETHNICALLY MIXED COMMUNITY;
- II) TO ADVANCE THE CHRISTIAN RELIGION AND UPHOLD ITS FAITH IN THE CROSS-CULTURAL CONTEXT OF THE AREA OF BENEFIT

We run a popular maillist, sending out a newsletter with the latest news, stories and encouragements every quarter with no more than six newsletters per year. Alongside the newsletter are regular updates for ongoing relevant information based on the aims and objectives stated above.

We provide the newsletter sign up form on the website so that you can join this specific mailing list to stay in touch with all that's going on.

As part of the process of subscribing, we ask for some personal data - no more than is required to allow you to receive the communication.

All that we require is an e-mail address, which is perfectly sufficient.

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## 2. WHAT DO WE DO WITH YOUR PERSONAL DATA?

### **MailChimp**

After submitting the subscribe form, your e-mail is passed to MailChimp and you are added to the maillist.

MailChimp is the service we use to write, design and send e-mails for the newsletter. You can read MailChimp's [privacy policy](#) and [terms](#).

Once you click submit, you will receive an automated message from MailChimp, asking you to confirm your subscription.

If you complete this stage, it is evidence that shows you willingly signed up (and you can unsubscribe at any time) and that we were compliant in gaining your consent to send you correspondence.

Finally, if you complete the opt-in process, you will receive a brief note, welcoming you to the maillist, so you know you're registered.

If you choose not to confirm your subscription, none of your data will be stored and you will not hear anything further from us.

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## 3. WILL WE DO OTHER THINGS WITH IT IN THE FUTURE?

We do not do anything with your data other than use it in order to communicate with you about general Across Woking news and information.

We will not use it to send you other newsletters or marketing in the future or contact you out of the blue or anything else unrelated to your original subscription.

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## 4. WHAT IF YOU DO NOT PROVIDE INFORMATION OR CONSENT?

To receive the newsletter, you will need to submit your e-mail address as a bare minimum.

If you do not enter it in the subscribe form or decide not to confirm your subscription, you will not be able to receive news, as it is run entirely through e-mail.

At the time of signing up, we provide a clear note with the form indicating that we will process your data in order to fulfil your request.

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## 5. WHAT DO WE DO TO ENSURE THE SECURITY OF YOUR INFORMATION?

- We do not store any of your personal information on our website
  - We use a secure password manager to store passwords and log in to services - we do not recycle short, insecure passwords across multiple sites!
  - We do not share login credentials between members of our team, but set appropriate permissions for access where needed to ensure that your data is not compromised
  - We keep our security settings up to date to ensure that if there is a breach, we can quickly rectify it or regain access to accounts
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## 6. WHAT ARE YOUR RIGHTS OF ACCESS TO YOUR DATA?

- We operate according to the legislation on data protection, which means that you have the right of access to your data which we store and process
  - You have the right to request that we provide this
  - We will do so free of charge and in a commonly-used or machine-readable format
  - If you would like us to delete or provide your data electronically, please submit an access request via our email address:  
[acrosswokingoffice@gmail.com](mailto:acrosswokingoffice@gmail.com)
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## 7. WHAT WILL WE **NOT** DO WITH YOUR DATA?

- When we receive a request from you to subscribe to the newsletter, we will:
  - **Not** automatically add you to any other mailing list, other than the general one
  - **Not** share your data with third-parties
  - **Not** contact you out of the blue six months later about something unrelated