Privacy Policy

1. Who we are

"The Archbishop of Canterbury's Anglican Communion Fund" (ACF) is a registered charity (charity no 1078032). The fundraising arm of the charity, "The Friends of the Archbishop of Canterbury's Anglican Communion Fund" (FACF) is also a registered charity (charity no 1073955). Where we refer to ACF this will also include all FACF activity.

2. Introduction and general terms

The ACF is dependent on the generosity of our supporters as well as the goodwill and trust of the public. We are therefore committed to protecting any personal information we obtain about you.

This Privacy Policy sets out how we obtain, use and protect any personal information you provide to us, whether online, via phone, text, email, in letters or in other correspondence.

3. What information do we hold and how do we use it?

We will collect personal information from you when you attend an event, make a donation or engage with the charity in another way. This may include your name, title, email address, physical address, telephone numbers, job title and religion.

We may use the personal data we collect to:
- Keep you up to date on news and stories about our work;
- Ask for financial and non-financial support, such as volunteering or prayer;
- Process donations you give us, including gift aid;
- Provide information you have requested;
- Keep records of your relationship with us e.g. questions you have asked or complaints you have made;
- Tell you about future events or activities we feel are relevant to you;
- Analyse the personal information we collect about you and use publicly available information to aid our understanding of our supporters, understand the level of potential donations, profile supporters into categories and to help provide the right information at the right time to the right supporters;
- We may use publicly available information such as newspapers or information you have given permission to other organisations to share to help us better understand our supporters and provide you with a more tailored experience.

However, we will not use your information for marketing purposes if you have indicated that you do not wish to be contacted. You can change your contact preferences at any time.

> Email: safiya.nyirongo@lambethpalace.org.uk
> Post: Lambeth Palace, London SE1 7JU
> Phone: 020 7898 1235

The ACF will not, under any circumstances, share your personal data with any third party for marketing purposes and you will not receive offers from other companies or organisations as a result of giving your details to us.

All the information you provide to us is stored on secure servers and we will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

4. **Changes to the Policy**

As we continue to develop, we may make changes to the Privacy Policy. Any future changes will be communicated to you.

5. **Basis of processing your data**

We need a lawful basis to collect and use your personal data under data protection law. The law allows for six ways to process personal data. Three of these are relevant to the types of processing that we carry out.

i. Consent. The ACF will always ask for your consent to send you marketing by email or before contacting you by telephone for the purpose of marketing.

   Where you give us consent to process your data we will always keep a clear record of how and when this consent was obtained, and you can withdraw this consent for all channels and activities at any time by contacting Safiya Nyirongo at safiya.nyirongo@lambethpalace.org.uk.

ii. Compliance. Processing that is necessary for compliance with a legal obligation such as to process a Gift Aid declaration or for carrying out due diligence on large donations.

iii. Legitimate interests. The law allows personal data to be legally collected and used by an organisation if it is necessary for a legitimate business interest of the organisation - as long as its use is fair and balanced and does not unduly impact the rights of the individual concerned. Our legitimate interests include:
   - Charity Governance: including delivery of our charitable purposes, statutory and financial reporting and other regulatory compliance purposes.
   - Administration and operational management: including responding to solicited enquires, providing information, research, events management and recruitment requirements.
   - Fundraising and Campaigning: including administering campaigns and donations, and sending direct marketing by post, sending thank you letters, analysis, targeting and segmentation to develop communication strategies and maintaining your communication preferences.

If you want to change our use of your personal data for marketing and fundraising activities, you can do so at any time by contacting Safiya Nyirongo at safiya.nyirongo@lambethpalace.org.uk.

6. **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the ACF hold about you;
- The right to request that the ACF corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the ACF to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

7. **Data retention**

We will keep your personal information only for as long as we consider it necessary to carry out each activity (e.g.: donation information is retained for 7 years for tax purposes).

Contacts will be considered active if they respond to marketing activity at least once every 12 months.

All correspondence will have clear opt out details on it to ensure contacts are able to change their privacy settings at any time.