

## **Acorn Christian Healing Foundation Privacy Notice and GDPR Policy**

### **Purpose**

All personal data collected via opt in forms, either online or paper copies at events and training, will be used to inform individuals of news and events within Acorn Christian Healing Foundation.

We will contact each person by their preferred method (by email or post), to keep them informed of events and courses which Acorn are running locally and nationally.

For those who donate money to Acorn, we will need to keep their personal data as a record of the transaction and also to able us to contact them regarding their payments, e.g. updating Gift Aid information, notifying donors of relevant updates within Acorn that may affect their giving, or giving new information on methods of giving that might be of interest.

We may contact individuals and/or group organisers after an event to inform them of similar events that may be of interest. This is because we encourage guests to attend multiple Acorn events for a full training experience.

Volunteers with Acorn will be contacted via email or phone regarding their involvement and role. Personal data will be shared with Healing Hub Coordinators (Acorn Volunteers) to communicate role requirements and information. Healing Hub Coordinators are not permitted to pass on or share personal data of other volunteers and may only use the data provided for the reasons previously stated.

### **Legal Basis**

Acorn will ask for consent to email or post communications to individuals by providing an online and paper opt in form. This form will allow the individual to choose what communications they want to receive from Acorn.

All our donors can also choose to opt in to receiving news and communications in the same way. However, if a donor has not opted in to receive news, we will still need to keep their information out of legitimate interest in Acorn. Personal data for these donors will be kept on the Acorn database and will only be contacted in regard to their financial giving or if Acorn believes that they would be interested in the communications being sent due to their status as a financial donor.

### **Third Parties**

Acorn will not share any personal information with third parties. The technical support company that Acorn uses for IT support will not be able to use any personal information or pass it on to any other third parties.

### **Security**

Personal data will be stored on Acorn's database which is password protected and only authorised staff and volunteers will have access. Acorn will take all reasonable care to safeguard personal information through secure business processes.

When an Acorn staff member or volunteer leaves their position with the company their account will be deleted from the database so that they can no longer access any personal data.

### **Retention**

Personal data will be kept for the following time frames:

- One Off Donors: 7 years from donation date
- Regular Donors: All the time that a donor is giving regularly, and the 7 years after final donation
- Individuals who have attended an event and not opted in: 6 months after an event. This is purely to allow us to contact them following the event they attended and only if there is a reason to do so.
- Individuals who have opted in: Until they ask to no longer be on the database. They will then be deleted from the database, but a note will be kept that they requested to opt out with a first and last name for reference if needed in the future.
- Volunteers and Trainers: All the time that an individual is volunteering with Acorn, and then 4 years after their leave date. This is so that we have reference to individuals volunteering with Acorn.

### **Your rights**

Individuals have the right to request to see a copy of the information Acorn hold about them and to request corrections or deletions of the information that is no longer required.

If individuals provide consent for Acorn to use personal data in the ways outline above they have the right to subsequently withdraw their consent.