

The Ephesian Fund Privacy Notice

How The Ephesian Fund (“we” or “the Charity”) use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

Data Controller

Under Data Protection Legislation*, The Ephesian Fund is called the Data Controller. This means that we are responsible for your personal data.

Why are we collecting your data?

We collect personal data to support and assist our donors and those who support our ministry, to monitor and assess the quality of our services, to fulfil our purposes as a charity and to comply with the law.

We process this personal data as part of our ‘legitimate interests’ and to fulfil contractual obligations (for example, when a donor wishes to donate to the Charity and personal information about the donor is required in order to carry out that transaction).

When it is required under Data Protection Legislation* (and where we process special category data), we will ask you for your consent to process your data.

We do not share your information with others except as described in this notice.

The categories of information that we may collect, hold and share include:

- Personal information (such as name, telephone number, address and email address)
- Financial information (such as your bank account details or amount of financial donation)

- Special categories of personal data (such as your religious belief or ethnic origin)

Storage and Retention of your data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Details of retention periods are available in our retention policy which you can request by contacting us at Simon Byrne (simonbyrne@ceec.info).

We will contact you regularly to check that the information we are holding is accurate and that you agree to us holding it.

Security of your data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those staff or trustees who need to know. They will only process your personal data on our instructions.

We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO where we are legally required to do so.

Who do we share your information with?

We use Stewardship Services (UKET) Limited (registered charity number 234714) ("Stewardship") to process financial donations from individual donors. Stewardship are described for data protection purposes as the Data Processor in this instance. When you choose to make a donation you will be taken to the Stewardship website where you will be asked for personal data in order to fulfil that transaction. You should read the Stewardship Privacy Notice to understand how they will collect, process and store your personal data ([Privacy \(stewardship.org.uk\)](https://www.stewardship.org.uk/privacy)).

We will not otherwise share your information with third parties without your consent unless the law requires us to do so.

We will not transfer your data outside of the United Kingdom.

Requesting access to your personal data

Under Data Protection Legislation*, you have the right to request access to information about you that we hold. To make a request for your personal information you should contact simonbyrne@ceec.info

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact simonbyrne@ceec.info If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Information you provide via the website

By providing personal information such as your name, telephone number and email address via the request forms on this website, you agree to us contacting you with regard to the information you request. This information is stored on our database.

We may use this information to contact you, for administrative purposes connected with your donation(s) to the Charity, and for related purposes. When we collect personal information we make an effort to include a link to this Privacy Notice on that page.

When you email the Charity to request information, you agree to us contacting you with regard to the information you request.

Some forms on our website also include a check box asking you for permission for us to add you to our mailing list. This is an opt-in mailing list and your personal information will be used solely by us. If you decide at a later stage that you no longer

want to receive communications from the Charity, you can inform us of this decision by contacting Simon Byrne (simonbyrne@ceec.info) and your details will be removed from our mailing list as soon as possible.

What about 'cookies'?

"Cookies" are small pieces of information that are stored by your browser on your computer's hard-drive when you visit our website. Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Most Web browsers automatically accept cookies, but you can usually change your browser to prevent that. You have the right to choose whether or not to accept cookies. You can exercise this right by modifying the controls on your browser to reflect your cookie preferences. However, if you choose to reject all cookies, you may be unable to use parts of the website.

We believe that our use of cookies is necessary for the smooth functioning of our website. We do not believe that they pose any threat to your personal privacy or online security and we recommend that you indicate that you will "allow" cookies. If you "disable" cookies the interactive functions of the website will not operate and many other features of the website cannot work fully without using cookies.

For further information about cookies and how to control their use, please visit the following third party educational resources: www.aboutcookies.org or www.allaboutcookies.org and www.youronlinechoices.eu

Contact:

If you would like to discuss anything in this privacy notice, please contact: Simon Byrne : simonbyrne@ceec.info

****Data Protection Legislation** means the Data Protection Act 2018, the Privacy and Electronic Communications Regulations (EC Directive) Regulations 2003 (SI 2426/2003 as amended), the General Data Protection Regulation (GDPR), any laws in the UK enacting the GDPR or preserving its effect in whole or part following the departure of the UK from the European Union and all applicable laws and regulations, including any replacement UK data protection legislation relating to the Processing of Personal Data..*

Adopted 8 May 2024