

# Third Space Ministries Privacy Policy

Third Space Ministries seeks to demonstrate God's love in the third spaces of society.

We can only do this with the support of people who give and pray to allow this work to happen. This privacy policy outlines our promises to you about how we use your data, how we keep it safe and how you can contact us if you have any queries about this.

## Who are we?

Third Space Ministries is a registered charity in England and Wales (charity number [1155538](#)).

## Contacting us

If you have any questions about your data, would like to update the information we hold about you or ask us to stop sending you any communications, you can get in touch with us by:

Phone: 020 8545 8568

Email: [contact@thirdspaceministries.co.uk](mailto:contact@thirdspaceministries.co.uk)

This includes requesting to see any information we hold about you (a "subject access request").

## What information do we hold about our supporters and what do we do with it?

When you make a donation or other payment to Third Space Ministries, we will use this information to process the payment. We may also use this information (contact details, payment amount etc) if there are any queries about your donation – for example the area of work you wish to support.

If you choose to gift aid your donation then we will also take your address and confirmation that you are a UK taxpayer.

Where you have given us permission or we believe you would be happy to receive it, we will share marketing and fundraising materials with you, alongside prayer requests and information. This could include information about our activities and the impact they are having, stories about lives being changed, invitations to events, fundraising appeals and information about how you can become involved with us. Where you have provided your postal address we may send this information to you by post. We may also email you this information where you have agreed for us to do so. We would apply a legal basis of consent to communicate with you by email and a legitimate interest basis to communicate with you by post. You can contact us for more information on this.

We may also use your information to comply with the law – for example if required by police, HMRC or other regulatory bodies.

## How we may use your information if you have visited our website?

Our website uses cookies to improve the user experience. A cookie is a piece of information that is stored on your computer's hard drive by your web browser. We may use cookies to gather statistics about the number of people who visit the site and to help us to develop the site content, layout and services. You can block cookies on your website at any time and we will not use cookies to contact you for marketing purposes.

## Who do we share your information with and why?

We would only share your information with suppliers who are working on our behalf, for example a printer or someone who was mailing things out for us. We will only share your information with these organisations where we are confident they will use it only for the purpose outlined and will keep it safe during the time they are using it and will destroy the data once they have completed the task. We will not pass on or sell your details at any point. As above, we may have to share your data with legal or regulatory bodies to comply with the law.

### **How do we keep your data safe?**

We take your information security very seriously and protect your personal information in a range of ways including secure servers. We ensure there is restricted, password controlled access to any of your information which is stored on our systems. You can contact us to see a copy of our information security policy if you'd like.

### **How long do we keep your data for?**

We will only keep your information for as long as is required for the purposes it was gathered – so for as long as you wish to stay in contact with us. We may need to hold some information for administrative reasons – for example keeping gift aid claims for 7 years – or because it helps us to understand the interactions we have with our supporters.

### **What information do we hold about children?**

We do not hold any information on children under the age of 18 unless we have been given permission by their parents to do so.

### **What are your rights?**

Under GDPR (General Data Protection Regulations) you have the following rights protected in law:

- The right to be informed
- The right of access to personal information
- The right to request rectification
- The right to request erasure
- The right to restrict processing in certain circumstances
- The right to data portability
- The right to object to processing

This means that you can

- Request copies of all the information we hold about you (a “subject access request”). We will provide this information to you within 28 days once you have contacted us at the details above.
- Ask us to amend or delete your information. We will keep data that we need to for legal purposes and may suggest that we keep a copy of your details to ensure we do not contact you again in future (a suppression list). We will not keep data for longer that it is required.
- Request your information so you can use it elsewhere.

### **Will the information in this privacy policy be changed?**

This policy was last amended in May 2018. If we make any changes to the policy which impact on how we use your data, we will make efforts to communicate this to you.

**May 2018**