

DATA PRIVACY NOTICE

The Egypt Diocesan Association ('EDA')

Registered in England and Wales as a charity no.: 209145. Its charitable object is the maintenance and promotion of interest for the work being carried out by the Bishop in Synod of the Episcopal/Anglican Diocese of Egypt with North Africa and the Horn of Africa ('the Diocese').

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed primarily by the General Data Protection Regulation (the 'GDPR').

2. Who are we?

The EDA is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The EDA complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- to fulfill our charitable object;
- to administer membership and other donor records;
- to fundraise and promote the interests of the charity;
- to manage our employees and volunteers;
- to maintain our own accounts and records (including the processing of gift aid applications);
- to inform you of news, matters for prayer, events, activities and needs (financial or otherwise) of the EDA and the Diocese.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed of news, matters for prayer, events, activities and needs and process your gift aid donations.
- Processing is necessary for fulfilling obligations under our governing instrument (for example, mailing members about our AGM); taxation, employment, social security or social protection law; or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with our employees and volunteers in order to fulfil our object. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

We keep data no longer than is necessary. Specifically, we retain membership-related data while it is still current; and gift aid declarations and associated donation information for up to six years after the calendar year to which they relate.

7. 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 EDA holds about you;
- the right to request that the EDA 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 EDA to retain such data;
- the right to withdraw your consent to the processing at any time
- the right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- 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; and
- the right to object to the processing of personal data, (where applicable).

You also have the right to lodge a complaint with the Information Commissioners Office.

8. Website and social media

The EDA's promotes its work via *inter alia* a web site, social media platforms, and the use of mailing facilities. Users are reminded to consult the respective sites' privacy policies.

- The website www.eda-egypt.org.uk is hosted by GODADDY whose privacy policy can be found here [privacy policy](#)
- Newsletters may be mailed and mailing list maintained using [Mailchimp](#). See <https://mailchimp.com/privacy/>.
- Facebook <https://www.facebook.com/egyptdiocesanassociation/> whose privacy policy is found at <https://www.facebook.com/privacy/explanation>

We gather and analyse information about the use such web sites and platforms using standard analytical tools and resorts, using aggregated or anonymous data.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the EDA Chairman at 38 Falaise, West Quay, Newhaven, East Sussex, BN9 9GG or edasecretary@gmail.com

For more information about data protection you can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.