



FORWARDINFAITH

PRIVACY NOTICE

Members of Forward in Faith

Forward in Faith holds records, including personal data, relating to its members. This is in order to fulfil the contract between the organization and its members by communicating with them about their membership and giving them the benefits of membership. These include receipt of our magazine *New Directions* and the newspaper *Together*, and other news about Forward in Faith nationally and locally.

To facilitate this, members' names and addresses, as well as their telephone numbers and/or email addresses, together with an indication of the diocese in which they worship (to identify the branch to which they belong) are stored in our database, which is held securely on password-protected computers. The database also contains details of payments made, as part of the financial records of Forward in Faith, in fulfilment of regulatory requirements and to facilitate the claiming of Gift Aid (where applicable). The database is held securely on password-protected computers. The data controller is Forward in Faith (registered charity no. 1057246).

For each branch of Forward in Faith, a list of names, addresses, and email addresses, together with an indication of whether subscription payments are up to date (but not of the amounts paid) and whether a Gift Aid Declaration is held, is sent to the officers of the branch annually and on request. Names and addresses only are sent to our mailing contractors each month. No information is communicated to third parties.

Records held in the Forward in Faith office which contain the personal data of members of Forward in Faith are deleted and destroyed seven years after the year in which the last payment is received. When branch officers receive an up-to-date membership list they destroy previous lists.

Members who have any questions or concerns about their personal data which is held by Forward in Faith should contact the Administrative Assistant by emailing admin.assistant@forwardinfaith.com