



# FORWARDINFAITH

## **Customers of Forward in Faith**

Forward in Faith issues invoices in relation to advertisements and meetings. Where an invoice is issued, this is because there is an implied contract between Forward in Faith and those to whom invoices are issued.

To facilitate this, the names and addresses and telephone numbers and/or email of those responsible for payment are stored in our database, which is held securely on password-protected computers. The data controller is Forward in Faith (registered charity no. 1057246). Paper copies of invoices, which may contain such personal data, are retained for a period of seven years as part of our financial records. Records are deleted from the database seven years after the last invoice is issued.

The contact details are used to send invoices and to contact those concerned about payment or non-payment, and for no other purpose. They are never communicated to third parties.

If you cease to be responsible for receiving and paying invoices, please notify the Administrative Assistant of this, and of the name and contact details of the person who has taken over that responsibility by emailing [admin.assistant@forwardinfaith.com](mailto:admin.assistant@forwardinfaith.com) . Your name, address and contact details will be replaced in the database with those of your successor.