

Christians in Media Privacy Policy

Personal Data

Christians in Media is fully committed to compliance with the requirements of the General Data Protection Regulation and will therefore follow procedures which aim to ensure that all staff and volunteers or others serving Christians in Media who need to have access (see Data Sharing below) to any personal data held by or on behalf of Christians in Media are fully aware of and abide by their duties under the General Data Protection Regulation.

We rely on Legitimate Interest as the lawful basis for processing personal data. The data we process is freely provided by the data subject at the point of first engagement, such as donating, joining our mailing list, booking onto our events or applying to our Mentoring Programme. We request the minimum amount of data to carry out the processes requested by the data subject, and do not share this data outside of our organisation (exceptions outlined under Data Sharing below). We also process data for the purpose of direct marketing of events and products that we believe are of interest and benefit to the individual, and always provide a clear and simple option to unsubscribe from such communications.

Data Collection

Christians in Media needs to collect and use information about staff, delegates, volunteers, mentors, mentees and referees in order to operate and carry out its functions. Christians in Media may also be required by law to collect and use information. Christians in Media regards the lawful and appropriate treatment of personal information vital to successful operations and in maintaining confidence between Christians in Media and those with whom it carries out business.

On visiting our website, Christians in Media receives and records information from your browser, including your IP address and cookies (see Cookies below). We also use Google Analytics to monitor how visitors use our website. These forms of data collection are to enable us to make our user experience useful and relevant.

Christians in Media may also collect and store information about your financial transactions with us. This is needed to keep a record of income, for tax purposes and to process payments/donations and Gift Aid. We do not have access to your credit card details if you have paid online and we do not retain your credit card details provided by any other means once your payment has been cleared (e.g., for donations to our event

offerings). All online payments for our event bookings are processed via a GDPR-compliant third party whether this is payment for our events (Eventbrite) or donations to our charity (Stewardship).

Under 18s

Christians in Media does not have any interactions with this age group.

Data Handling

Christians in Media will, through management and use of appropriate controls, monitoring and review:

- Use personal data in the most efficient and effective way to deliver its services.
- Strive to collect and process only the data or information which is needed.
- Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted.
- Strive to ensure information is accurate.
- Not keep information for longer than is necessary.
- Securely destroy data which is no longer needed.
- Take appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data).
- Ensure that information is not transferred abroad without suitable safeguards.
- Ensure that there is general information made available to the public of their rights to access information.
- Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation. These rights include:
 - 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.

Personal Access & Erasing Data

Christians in Media will act upon any request to remove personal data without undue delay and at least within one month of receipt. However, the right to remove your personal data is not absolute and only applies in certain circumstances. It does not apply if processing is necessary for one of the following reasons:

- To exercise the right of freedom of expression and information.
- To comply with a legal obligation.
- For the performance of a task carried out in the public interest or in the exercise of official authority.
- For archiving purposes in the public interest, scientific research, historical research or statistical purposes where erasure is likely to render impossible or seriously impair the achievement of that processing
- For the establishment, exercise or defense of legal claims.

Data Sharing

We securely store your first name, last name and email address with a GDPR-compliant online communications platform ([Mailchimp](#)) to manage and distribute emails. We use tracking to monitor the performance of our emails and their content (e.g. to monitor the open rate of emails or the popularity of specific links). You are given the opportunity to manage your communication preferences or unsubscribe from all emails each time you receive an email from us.

We will not disclose your personal details outside of our organisation and disclosed third parties (all of whom are GDPR compliant) unless to comply with a legal obligation or to deliver services that you have signed up to, which are limited to the following:

- Sharing your name and email address with our Hub leaders when you have booked a place at a media hub event or expressed an interest in receiving further news about that hub.
- Sharing your name with venues when this is required to comply with their Health & Safety procedures or event administration.
- Personal details relating to our Mentoring Programme (name and email) for mentees and mentors will be shared between both parties. Names and media areas of interest may also be shared to those delivering in-person residential sessions to aid content creation. Where permission is given, some data (e.g. bios, pictures, socials) will be uploaded onto our website. We may also share some data (e.g. name, email) to organisations we partner with to deliver Mentoring Programme content.
- Personal details relating to volunteer applications and references (e.g. name, address, telephone number, date of birth) will be shared with Christian in Media staff, where appropriate.

Data Security

Christians in Media is committed to keeping your data safe and secure. We have taken steps, which we regularly review, to ensure we have in place technical, administrative and physical security measures to protect data from unauthorised access. We only retain your personal data for the length of time needed to fulfill the purposes stated in this policy. And despite our best efforts, no security measures we have, or those of the third parties we use, are 100% guaranteed.

Photography

Christians in Media reserves the right to photograph or film volunteers or delegates within public areas at Christians in Media conferences and events, these include media hub activities. Only official Christians in Media photographers will be authorised.

All photographs taken for Christians in Media are the property of Christians in Media and may be used for illustrative purposes, such as for the website, social media or brochures, for educational purposes, such as providing a visual explanation of the different activities that run during the conferences, or as a resource for future marketing and promotion of Christians in Media events. It is the responsibility of Christians in Media to make sure that all staff, delegates and volunteers are aware that there may be photography and filming in the public spaces provided. This should be made clear through public notices, signs and/or visual projection.

Cookies

The Christians in Media website uses cookies to provide a full user experience. A cookie is a piece of information that is stored on your computer's hard drive by your web browser. Cookies cannot look into your computer and obtain information about you or your family, or read any material stored on your hard drive. Cookies do not in any way compromise the security of your computer. Cookies will not be used to contact you for marketing purposes.

Christians in Media may use cookies to gather statistics about the number of people who visit the site and to help us develop the site content, layout and services. You can block cookies on your web browser at any time (please note that this will affect some website functionality and may diminish your user experience). For more information on cookies, visit www.allaboutcookies.org

Further Queries

If you have any concerns or queries about our use of our personal information, please don't hesitate to contact us at: hello@christiansinmedia.co.uk

Updated: **25 September, 2023**

Next Review date: **September, 2024**