



Data Protection privacy statement for the Religion Media Centre, charity number 1169562

1. Information about you

We will collect personal information when an individual or organisation enquires about our activities, registers as a member of our database, or subscribes to one of our services. This may include name, title, email address, physical address, telephone numbers and job title. We may also ask for some additional, non-personal information. We will review this data every two years and seek renewed consent. If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us at any time

info@religionmediacentre.org.uk

2. Our use of this information

Personal information will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services and all other services which we think you may be interested in. We will share your contact information, with your consent, with outside organizations, when related to our work. We will not sell your data.

3. Security

We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us. Our information is stored on a database secured with a password. In May 2018 we will move this to a Microsoft CRM system on our secured 365 site.

4. Finance

Communications in connection with donations or payments for training courses this service may be sent by e-mail, which, unless encrypted, is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

5. Cookies

If cookies are used on our website, they will only be used to assist the purposes set out in this privacy policy, but cookies will not be used if we do not consider them to be necessary. Please read our [Cookie Use Policy](#) for more information.

6. Moving to GDPR compliance

We will cleanse all our database data to ensure the correct permissions have been given to store the information. We are moving to Microsoft 365 in May 2018.

7. Other information

This privacy policy may be updated from time to time, so please check it periodically. Links within our sites to other websites are not covered by this privacy policy.

April 2018