



The Besom in Witney: Privacy Policy

This privacy policy explains how we use any personal information we collect about you.

1. Lawful Basis for data processing activity in compliance with the Data Protection Regulation (GDPR)
2. What information do we collect about you?
3. How will we use the information about you?
4. Sharing your information
5. Retaining and deleting your information
6. Access to your information and correction
7. Changes to our privacy policy
8. How to contact us or the Information Commissioner's Office (ICO)

1. Lawful Basis

The Besom in Witney operates under the lawful basis of "Legitimate Interests" with respect to the data processing of an individual's data. The Legitimate Interest is that we require certain data, e.g. contact data and address data, in order to deliver the services we offer both to recipients and givers.

2. What information do we collect about you?

We collect information about you and your client when you, as a professional partner, enquire about using our services.

We also collect similar information about you when you register an interest in supporting us. We routinely collect name(s) and contact details, along with an address, if provided.

3. How will we use the information about you?

Referring Agencies and their clients: We will initially use the information we collect from you to contact you to discuss the delivery of services to you or your clients. We will then use your information to provide you with any service(s) we have agreed with you and to keep referring agencies updated with progress.

Supporters and givers: We will use the information we collect from you, including your level of interest and support for us, to tell you more about our work. We will also thank you for your giving. We may also use your information to invite you to other events such as Besom Conferences or local prayer meetings. Bank account and sort code details are stored by the bank for the purposes of reimbursing expenses.

4. Sharing your information

The Besom in Witney will not normally share any information we hold about you to others without your prior consent, unless it is as a necessary part of providing our service(s).

5. Retaining and deleting your information

The Besom in Witney will take all reasonable steps to ensure that the information we hold about you is kept secure. We will only hold your personal data for as long as it is required. Deleting your information may involve either the removal of the data or its anonymization, meaning that it no longer continues to be personal data that will identify you. Please contact us using the details below if you need to request that your data be deleted.

6. Access to your information and correction

You have the right to request details of the information we hold about you. To do this, you should send an email to the address below. We will respond to your request within 30 days of receiving the written request. You have the right to request that we update or correct any information we hold about you. Please contact us using the details below to let us know what needs correcting.

7. Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on our website (www.witneybesom.org). This privacy policy was last updated on 30th January 2023.

8. How to contact us

if you have any questions about our privacy policy or information we hold about you, please contact us, either by email (contact@witneybesom.org) or by letter (c/o our Registered Office at The Besom in Witney, 22b High Street, Witney, Oxfordshire, OX28 6RB).

For more information about your legal rights in relation to the information we hold about you, please visit the Information Commissioner's Office at www.ico.org.uk

Date of next review: 30th January 2024 (12 months after date of current approval).