

GMCC Privacy Policy Statement

This privacy policy sets out how Greater Manchester Community Chaplaincy (GMCC) uses and protects any information that you give provide us with when you register with us.

GMCC is committed to ensuring that your privacy is protected. You can be assured that your personal information will only be used in accordance with this privacy statement.

GMCC may change this policy from time to time and we will notify you of any changes. This policy is effective from 24/05/18.

Clients:

What we collect

We may collect the following information:

- Name, DOB and address
- Contact information including email address
- Prisoner details and release date
- Offending history
- Hobbies and interests
- What support you have in place
- What support you want
- What support you have received

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- Internal monitoring
- From time to time we use the information we gather to produce external reports to funders. When we do this then your personal information will be anonymised and you will not be identifiable.
- We will keep your information for 6 years after you receive support, in case you wish to access further support or want us to confirm details to anyone else you are working with. After that time, all information will be destroyed.

Recipients of Prison Prayer Letter:

What we collect

We may collect the following information:

- Name and address
- Email address
- Consent or subscription form

What we do with the information we gather

We require this information to send you the prayer letter in the format you have requested. When/if you ask to stop receiving the PPL, all information held will be deleted.

Donors/supporters

What we collect

We may collect the following information:

- Name and address
- Contact information including email address
- Your Gift Aid declaration if applicable
- Details of financial donations

What we do with the information we gather

We require this information to reclaim gift aid relief where appropriate, and will also use your contact details to keep you up to date with our work. If you no longer wish to receive updates, you can contact us at any time. Under financial regulations we are required to keep your information for 6 years after the date of your last donation, at which time all your information will be destroyed.

Your right to access information (applies to all)

You have the right to view the information that we hold about you. You can ask us to see this at any time by contacting the Manager, and we will respond within 30 days. If you provide us with an email address we will send this by email, otherwise you can arrange to come in to view it.