



Caring for God's Acre Privacy Statement

How we collect your data

We collect data from you when you sign up for our newsletter, volunteer with us, attend one of our courses or events, or when you contact us by email, by post or in person.

What data we hold

The data we hold may include any or all of the following:

Email address

Postal address

Telephone number

If you are a member of CfGA, we will also hold details of your subscription and renewal date. We hold details of invoices we have issued and received for customers and suppliers.

We are required to keep details of medical conditions and emergency contact numbers for our volunteers. These are kept securely in sealed envelopes and are handed to the paramedic or first aider only in case of an emergency. No one else has access to this information.

How we hold your data

Your electronic data is held on a secure server, and hard copies are held in a locked filing cabinet at the CfGA office. We don't share your information with any other individuals or organisations without your express permission.

The basis on which we hold your data

We hold **individuals'** data on the basis of **consent**. We must make clear to you how we are going to use your data and we cannot use it for any other reason than the one/s you have agreed to.

We hold data belonging to **companies and other organisations** on the basis of **legitimate interest**.

This enables us to carry out our core activities, and to raise and pay invoices and maintain financial records.

How we use your data

We use your data for the purpose for which it was originally collected e.g. to send you our newsletter, to notify you of upcoming courses or events or to carry out our core activities with companies and other organisations.

Your rights

Everyone has the right to **see what data we hold for them**. An access request must be acknowledged as soon as possible and complied with free of charge within one month. This time may very occasionally be extended in exceptional circumstances, but in this case you must be notified of the extension and the reason for it within the one month window.

Individuals can request that their data is **updated or removed** at any time.

We can be contacted by email at info@cfga.org.uk

by phone on 01588 673041

or by post at Caring for God's Acre, 11 Drovers House, Craven Arms, Shropshire SY7 9BZ