**OUR DATA PRIVACY NOTICE- BREATHE MINISTRIES**

1. **Your personal data…**

Is information held by Breathe Ministries electronically or manually, which can be used to identify you.
The leaders of Breathe Ministries are responsible for deciding how your personal data is used or processed.

1. **Examples of how Breathe Ministries uses personal data…**
* To keep and maintain accurate records
* For financial accounts and records, in particular the processing of Gift Aid payments
* To facilitate smooth running, good practice and safety/emergency procedures for activities, initiatives and events which are organised, co-organised or hosted by Breathe Ministries
* For managing employees, interns and volunteers
* To inform people of news, events, meetings and activities
* To provide safeguarding information for members & users and to outside organisations (if legally required)

1. **Sharing your personal data…**

Your personal data is confidential.

However, we will share information with other organisations if:

* we are obliged to do so by law
* it is in the national interest
* it would put someone at risk of harm if we do not
* we are given your consent and it is for a specific purpose
1. **How long Breathe Ministries keeps personal data…**When legally allowed to do so.

Some information is kept indefinitely for historical records or safeguarding purposes.
Please read or ask for the full version of our Data Privacy Statement if you want to know more.

1. **Your rights and your personal data…**
* To request a copy of whatever personal data Breathe Ministries holds on you;
* To request that Breathe Ministries corrects your personal data if it is found to be inaccurate or out of date;
* To request that your personal data is erased if it is no longer necessary for Breathe Ministries to retain it;
* To request that Breathe Ministries provides you with your personal data and - if required - to transmit this directly to another data controller if possible;
* To withdraw consent to processing your data - see section 3;
* To object to the processing of such data;
* To ask for a restriction to be placed on processing (especially if you dispute the accuracy of what is recorded about you);
* To lodge a complaint with the Information Commissioners Office