

Front Line Naval Chaplains

Privacy and Data Protection

Updated 31 Jan 2021

Introduction

Front Line Naval Chaplains is a Charitable Incorporated Organisation with the registered charity number 1187195, whose registered office is: 99 Eggbuckland Road, Plymouth, PL3 5JR.

Front Line Naval Chaplains (FLNC) is committed to upholding and respecting your privacy. This policy explains how we use the personal data that we collect for the purpose of operating our charity.

Please read this information carefully.

How to contact us

If you have any questions about Front Line Naval Chaplains' privacy policy, the data we hold on you or the length for which we hold data; or you would like to exercise one of your data protection rights; please do not hesitate to contact us.

- Email: frontlinebish@gmail.com
- Post: 99 Eggbuckland Road, Plymouth, PL3 5JR

Changes to this privacy policy

We review this policy regularly. Any updates will be published on this web page: the date the policy was last updated is at the top of this page.

Why do we collect personal data?

Personal data refers to any information relating to you that enables you to be identified either directly or indirectly. In the United Kingdom, the use of personal data is regulated by the Data Protection Act (2018).

Front Line Naval Chaplains collects and processes your data so that we can:

- conduct our charitable activities: these include:
 - research into the history of Royal Navy Chaplaincy,
 - the creation and secure storage of an archive of relevant material,
 - the dissemination and publication of that material.
- work with authors to develop publications.
- send you information about FLNC activities and events that we think will be of interest.

Special Category Data

We may collect special category data within the lawful basis of legitimate interest under the condition of explicit consent. Any personal data coming within special category data (e.g. relating to gender, age, disability, racial or ethnic origin) will be used only for the

purposes of research, including monitoring diversity and equality. It will be stored confidentially and any analysis will be undertaken anonymously and with disaggregated data.

If you wish to withdraw your consent for Front Line Naval Chaplains to hold special category data about you, please do not hesitate to contact us.

Legal basis for processing your personal data

We process personal data as necessary for the purposes of our legitimate interests. Our legal bases for processing your personal data include:

- Explicit consent of the data subject where we undertake research;
- So that we can keep you informed about news, events, activities and services;
- Processing is necessary for carrying out legal obligations in relation to the supply of goods or services to the charity; or to Gift Aid or other donations; or under employment, social security or social protection law, or a collective agreement; or in relation to public health including Covid-19 response measures;
- Processing is necessary for the reasons of public interest in the area of public health;
- Processing relates to personal data manifestly made public by the data subject.

How do we collect Personal Data?

Front Line Naval Chaplains collects and processes personal data in the following main ways:

- **Information automatically collected about visitors through our websites. This includes:**
 - IP address;
 - Web browser type and version;
 - Operating system;
 - A list of URLs starting with a referring site, your activity on this Website, and the site you exit to.
- **Data provided directly by individuals such as when you:**
 - are interviewed by us or on our behalf;
 - propose or accept an invitation to publish with us;
 - contact us via our email, website or social media channels;
 - register for or take part in an event hosted solely or in part by us, whether online or in person.
- **The personal data we collect may include:**
 - name
 - contact information including email, postal address, and phone number
 - any institutional affiliation and status.
 - “Special categories of data” including information about gender, age, ethnicity, religion may be requested with your explicit consent for the purpose of research or for equalities monitoring purposes.

Who do we share personal data with?

Front Line Naval Chaplains will not sell any personal data to third parties.

Front Line Naval Chaplains will only share personal data with third-parties who

- are undertaking activities which are consonant with the purposes of the charity;
- are involved directly in the running of FLNC activities.

Basic factual information (such as name, institutional affiliation) may be made publicly available on our website or via social media for reasons including records of events that we host and providing authorial credit.

Transfers of personal information outside the UK

Data which we collect from you may be stored or processed in and transferred to countries outside of the area covered by EU GDPR legislation, for example if our servers or service providers are located in a country outside this area. If personal data is transferred in this way, we will aim to ensure that your privacy rights continue to be protected as outlined in this privacy policy e.g. through the receipt of a written guarantee of GDPR compliance.

How long do we store personal data for?

Data security is of great importance to Front Line Naval Chaplains, and to protect your data we have put in place suitable physical, electronic and managerial safeguarding procedures. We store personal data for different amounts of time, depending on the purpose:

- Data collected in the course of our research will be retained indefinitely, subject to your rights as detailed below.
- Data that is necessary for financial audit purposes will be kept for 7 years.
- When personal data is collected for other specific purposes we will provide clear confirmation of the data retention period at the point the data is collected.
- Data collected in accordance with Covid-19 Test and Trace regulations for 21 days, or such other period as required by future regulations.

What are your Data Protection Rights?

Front Line Naval Chaplains would like to make sure you are fully aware of all of your data protection rights. You are entitled to the following rights in relation to the data that we hold about you:

- **The right to access**– You have the right to request copies of your personal data. We may charge you a small fee for this service.
- **The right to rectification**– You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete any information you believe is incomplete.
- **The right to erasure**– You have the right to request that we erase your personal data, under certain conditions.
- **The right to restrict processing**– You have the right to request that we restrict the processing of your personal data, under certain conditions.
- **The right to object to processing**– You have the right to object to our processing of your personal data, under certain conditions.
- **The right to data portability**– You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request within these rights, we have one month to respond to you. If you would like to exercise any of these rights, please contact us by:

- Email: frontlinebish@gmail.com
- Post: 99 Eggbuckland Road, Plymouth, PL3 5JR

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology. For further information, visit allaboutcookies.org. Front Line Naval Chaplains may use cookies to:

- Understand how you use our website
 - Improve your experience of using the Website and to improve our range of services.
- Before the website places cookies on your computer, you will be presented with a message bar requesting your consent to set those cookies.

You can set your internet browser to not accept cookies; however certain features of the Website may not function fully or as intended.

Marketing

If you agree or register to receive information about our services, events and publications that we think you might like, you have the right at any time to stop us from contacting you for these purposes. If you no longer wish to be contacted for these purposes please contact us.

Privacy policies of other websites

Front Line Naval Chaplains website may contain links to other websites. Our privacy policy applies only to our websites, so if you click on a link to another website, you should read their privacy policy.

How to lodge a complaint with the appropriate authority

Should you wish to report a complaint with respect to this privacy policy or if you feel that Front Line Naval Chaplains has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office via their website: <https://ico.org.uk/global/contact-us/>.