# **Beauty From Ashes Privacy Policy**

This privacy policy sets out how Beauty From Ashes Ltd uses and protects any personal information we collect about you.

It is the policy of Beauty From Ashes Trust ("the Charity") that all data be held securely. Trustees and all staff and volunteers are aware of their responsibilities in this area of the work of the ministry.

## **Our commitment to protecting your Personal Data:**

Beauty From Ashes is committed to ensuring that your privacy is protected and your data or information is secure under the General Data Protection Regulation (GDPR).

Should we ask you to provide personal information by which you can be identified when using our website or supplying information by email, in writing or by phone then you can be assured that it will only be used in accordance with this privacy policy.

Beauty From Ashes may change this policy from time to time by updating this page. This policy is effective from 1 June 2018

If you have any questions or queries about this policy, please get in touch with us by one of the communication methods at the end of this policy.

#### What is my Personal Data?

Personal data is information that allows for your identification; for example your name, address, telephone number or email address.

#### How is my Personal Data managed?

We collect personal information about you when you make an enquiry, make an appointment, visit the House of Prayer or place an order via our website.

# Will my Personal Data be shared?

We will never share your personal data with a third party for marketing purposes. If you visit the House of Prayer, your details will be held on our calendar and office Email. Your email may be securely held by Mailchimp and, if appropriate by our Accountants.

We will hold your details relating email, address or telephone numbers for the purpose of making or confirming appointments for booking quiet days or courses, processing book orders, answering letters or responding to queries.

There are four circumstances to the above permitted by law where personal data can be disclosed without the consent of the data subject:

- Where BFAT is legally compelled to do so
- Where there is a duty to the public to disclose
- Where disclosure is required to protect our interest
- Where disclosure is made at your request or with your consent

## How can I receive news of Beauty From Ashes?

We always want to keep you updated about Beauty From Ashes retreats, news and special offers, but will only do so with your agreement

How can I update or amend my Personal Data, unsubscribe altogether from the BFA Database or view my database entry?

We promise we will promptly amend or delete your information as requested, definitely within four weeks.

#### **Contact Information**

Beauty From Ashes, Hildenborough, Ashes Lane, Kent TN12 5ER

01732 851146 office@beautyffromashes.co.uk www.beautyfromashes.co.uk

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