

Data Privacy Statement for Financial Donors

Personal data

If you give money to ministries without borders® via a Standing Order or a Gift Aid agreement, ministries without borders® will keep some data about you. This is “personal data”, because it is about you as a particular person, and it can be linked to you.

What personal data do we hold?

If you send us a Standing Order form, it will hold your name, address, email address, and bank account details. If you send us a Gift Aid form, it will record your name, address, email address, and bank account details. Both of these forms may also record that you are happy to receive communications from us. If you just send us money donations, our account records will just show your name, date and amount paid.

How is your personal data kept safe?

The originals of your forms, or a photocopy, are kept in a secure, locked filing room at the ministries without borders® Cardiff office. The key is only available to ministries without borders® staff and trustees and an external financial charity management company authorised by the Trustees for financial accounting and gift aid purposes. Any information we hold electronically is kept securely on a password-protected computer. Only ministries without borders® trustees have access to this information.

From time to time we claim Gift Aid money from the Government and claims are submitted using HMRC approved software.

What is your data used for?

Your Standing Order form is used to tell your bank to make payments to ministries without borders® and for our treasurer to keep track of those payments. Your Gift Aid form is kept so that we can prove what Gift Aid money we can claim from the Government.

Does ministries without borders® have a right to your data?

Under Data Protection legislation, ministries without borders® needs to have a “lawful basis” for keeping your data, and for using it. There are several types of “lawful basis”. One of them is called “performance of a contract”.

When you sign a Standing Order or Gift Aid form, you enter into a “contract” (or agreement) with ministries without borders®. You undertake to pay funds to ministries without borders®; we undertake to report those funds accurately in our accounts, and to claim any Gift Aid money from the Government. At this point we regard you as a supporter of the charity, ministries without borders®. As a supporter of ministries without borders® we have a “legitimate interest” in informing you about ministries without borders® activities and you will always have an option to opt-out or “unsubscribe”. There is a separate Data Privacy Statement for supporters.

Who can see your data?

The only people who have access to your data are ministries without borders® trustees and contractors authorised by the Chair of Trustees for financial accounting purposes. We are as careful as possible to make sure no one else has access to your data.

How long will your data be kept?

Your Standing Order or Gift Aid form will be kept for as long as it is in operation.

You can cancel your Standing Order or Gift Aid agreement at any time.

Who can you speak to if you have questions?

If you have questions about your data, and what we do with it, you should contact our Chair of Trustees:

finance@ministrieswithoutborders.com

What rights do you have?

You have a number of rights under Data Protection legislation:

1. **Right to know what data we hold**

You have a right to know what personal data we hold about you.

This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

2. **Right to have a copy of the data we hold**

You can ask for a copy of the data we hold about you. This is called a “Subject Access Request”.

If you make a “Subject Access Request”, we will give you a copy of all the data we hold about you.

We will do this within one month. If it helps, we will give you the data in a computer file.

3. **Right to object**

You can object if you think we are using your data in the wrong way.

You can also object if you think we don't have “lawful grounds” for using your data.

We will give you a statement explaining why we use your data and explaining the “lawful grounds”.

If you are still not happy, you can complain to the [Information Commissioner's Office](#).

If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.

4. **Right to have your data corrected**

If you think there is a mistake in your data, please tell us. You have a right to have it corrected.

We may need to check what the correct data is, but will put right any mistakes as soon as possible.

5. **Right to be forgotten**

We promise to remove your data after six years. You have a right for this to happen, because we do not need to keep your data any longer than six years.

Finally, if anything happened to your data that means it could be a risk to you, we will tell you as soon as possible.