



**National Justice & Peace Network**

**[www.justice-and-peace.org.uk](http://www.justice-and-peace.org.uk)**

## **PRIVACY STATEMENT**

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data.

Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

National Justice and Peace Network, NJPN, is the data controller (contact details below).

This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

NJPN complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide services for the benefit of NJPN Members and Supporters, and the public, particularly the Church in England and Wales, as detailed in our Memoranda and Articles;
- To publicise and administer NJPN's National Conference, Network Days, and other meetings, and other NJPN communications, e.g. Newsletter, E-Bulletin, & Social Media.
- To administer NJPN Membership records;
- To fundraise and promote the interests of NJPN;
- To manage NJPN's employees and volunteers;
- To maintain NJPN's accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services NJPN thinks are of interest or importance to J & P activists;

### **4. What is the legal basis for processing your personal data?**

- Explicit consent of you, the data subject, so that we can keep you informed about news, events, activities and services and process your donations and Membership Subscriptions, and keep you informed about issues and concerns we deem important for J & P activists.
- Processing on the basis of legitimate interest is necessary for carrying out obligations under employment, social security or social protection law, (e.g. at NJPN's residential conference, and other meetings), and relevant regulations concerning our accounts;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with NJPN employees and volunteers with responsibilities for carrying out a service to those requesting or supporting our activities. We will not share your data with any third party.

## 6. How long do we keep your personal data?

We keep contact data while it is current, updating as you inform us of changes.

We keep gift aid declarations and data while it is current, and for up to 6 years thereafter. Data which is 'sensitive', i.e., disability, dietary requirements, age required for Conference in particular, will be kept for 6 years after being last updated by you, the data subject.

Your Religion, also defined as sensitive by GDPR, will be kept as long as you are attending meetings or conference, or representing in any way an Organisation, Diocese or Religious Order recognised as attending meetings, or Members of NJPN, and for 6 years thereafter.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which NJPN holds about you;
- The right to request that NJPN corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the NJPN to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the NJPN Administrator, 39 Eccleston Square, London, SW1V 1BX, Tel 0207 901 4864, or [office@justice-and-peace.org.uk](mailto:office@justice-and-peace.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.