



## LCRF Data Privacy Notice

This privacy notice applies to the London Churches Refugee Fund (LCRF).

We request information (data) from contacts and supporters which may include your personal title and names, organisation name, address, email address, and information required for processing direct debits and gift aid refunds. Such information may be collected when you contact us or take part in our activities; in person, by email or other media. You are under no statutory or contractual requirement to provide us with information.

We request your consent to the use of the information you give us for the purposes of updating you on the work of LCRF, fundraising, processing donations and sending you other information related to refugees and asylum seekers in London. Your consent is important because it gives us the lawful basis to process the information. You may withdraw your consent at any time.

We will use your information only in line with the consent which you have given at the time of providing it or as subsequently amended by you. You have the right at any time to ask us not to use your data for marketing or communications purposes, to request details of the information we hold about you, or to ask for your data to be deleted from our records. All such requests should be made to the address shown below.

We will keep your personal data for no longer than is necessary for the purposes for which it has been given or as required for historical evidence or compliance with regulations. In the absence of any correspondence from you, or evidence that the data is no longer valid (such as returned mail or email bouncebacks), we will keep your data for no more than seven years from the date you give it to us or from the entry into force of the General Data Protection Regulation (GDPR), whichever is later.

We will never sell or share your data with third parties for their use in any purpose, or transfer your data knowingly to a third country. We do not use automated decision-making systems or data profiling to analyse your information.

Nothing in this notice limits your rights under the GDPR, for which see <https://ico.org.uk/>. You may also raise a concern or complaint with the Information Commissioner's Office (ICO) if you are not satisfied that we have respected your rights.

From time to time, we may make changes to this notice to keep it up to date and relevant. This notice was last updated in [Date].

All correspondence on this subject should be sent to our responsible officer, Mr Martin Ashford, by emailing [info@help4refugees.co.uk](mailto:info@help4refugees.co.uk) or by mail to London Churches Refugee Fund, 13 Pullman Mews, Grove Park, London SE12 0EA.