

NASACRE: Privacy Statement

Your privacy is important to us and we will not do anything to violate your trust.

1. Introduction

This privacy notice sets out the ways in which NASACRE collects and uses personal data in connection with its business.

2. About us

The National Association is a non-profit making organisation which is financed primarily by affiliation fees from member SACREs and subscriptions to public meetings. It aims to raise sufficient monies to pay for the costs of such public meetings and to meet its own internal running costs.

3. Contact

You can contact us as follows:

Email chair@nasacre.org.uk; secretary@nasacre.org.uk

Letter FAO NASACRE Chair

NASACRE (National Association of Standing Advisory Councils on Religious Education)

CAN Mezzanine

49-51 East Road

London N1 6AH

4. Information we may collect

- 4.1 NASACRE holds data to enable it to function as a membership organisation. Such data will typically comprise names and contact details mediated through a Local Authority. Personal data will not be collected unless this is unavoidable.
- 4.2 NASACRE collects information relevant to membership of NASACRE, and information necessary for communications in relation to mounting public events, contributions to such events, and attendance at such events.
- 4.3 It collects data in respect of any persons receiving regular remuneration, honorariums, or one-off payments from NASACRE.
- 4.4 NASACRE collects personal data from its Officers and Executive Committee members in order to facilitate the necessary communication and exchange of information through which the Committee exercises and fulfils its responsibilities. NASACRE promotes the use of generic email addresses and blind copying in preference to personalised email addresses and open copying.

5. How we look after your information and for how long we retain it

- 5.1 Current Member SACRE data is retained for as long as the organisation remains a member of NASACRE. Superseded data is deleted when we are advised of new data. Data relating to a member organisation that leaves membership of NASACRE is deleted.
- 5.2 Data collected in relation to the payment of remunerations etc is retained only if the remuneration is ongoing.

5.3 In general, data is kept securely on email servers, in password protected files, on the personal computers of NASACRE Officers and the Administrative Officer. Personal data relating to Officers and Executive Committee members is less protected, and has been collected and internally shared only with the explicit agreement and waiving of privacy rights by the individual concerned.

6. How we may use your information

6.1 Current data provided by Member SACREs is used in order to communicate news and guidance to Member SACREs and to publicise the work of NASACRE, including public events; it may also be used to share matters of national interest related to SACREs and Religious Education.

6.2 Personnel data is retained in order to fulfil our statutory duties and to ensure correct payment by our bank.

7. Your rights to information we hold about you

7.1 You have rights in respect of the information that we hold about you including:

7.1.1 the right to request access to the information that we hold about you.

7.1.2 in certain circumstances, the right to ask us to stop processing information about you.

7.2 You may exercise your rights above by contacting us using the details in paragraph 3 of this Privacy notice.

7.3 Please note that we may need to retain certain information for our own record-keeping and research purposes.

7.4 Note that if you make a request to access information that we hold about you we will not charge you for this. However as per ICO guidelines, we will charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. The fee will be based on the administrative cost of providing the information.

7.5 From 25 May 2018, in accordance with data protection laws in force from that date, you have certain additional rights in respect of the information that we hold about you, including:

7.5.1 the right to lodge a complaint about us to the UK Information Commissioner's Office (<https://ico.org.uk/>).

7.5.2 the right to object to our using your information on the basis of our legitimate interests.

7.5.3 the right to receive a copy of any information we hold about you in a structured, commonly-used, machine-readable format.

7.5.4 the right to ask us to limit, cease processing or erase information we hold about you in certain circumstances.

7.6 You may contact us with the details at the top of this Privacy notice if you wish to action any of these additional rights and we will comply with your requests unless we have a lawful reason not to do so.

8. Changes to this Privacy Notice

8.1 We may make changes to this Privacy notice from time to time.

We will post any changes on <http://www.nasacre.org.uk/> or notify you of any material changes by email.

28th February 2020