

PRIVACY POLICY

NAUJAVAN

About this privacy notice

- GDPR is an update to the Data Protection Act with laws coming into effect on 25 May 2018.
 - We do not use the mailing list as a fundraising or marketing tool.
 - We are required to provide you with this privacy statement to help you understand what data we hold on you and how it is used within our church management systems.
 - If you have any questions or queries, please do not hesitate to get in touch with us at: info@naujavan.com
-

WHAT INFORMATION DO WE HOLD?

- We use secure and encrypted security systems to keep our data safe. We have the option to hold names, residential town/city, email addresses, date of birth, gender and phone numbers.
- We also hold data on the communications we have sent to you.

WHY DO WE COLLECT THIS DATA?

- Collecting this data helps us keep in touch and communicate important dates, events and updates to the Naujavan community.

HOW WE COLLECT YOUR DATA?

We collect data from a variety of sources:

- i) At events, either via registration on arrival or to engage with a particular service, product or feature.
- ii) Via our website (or personal request via email) to be added to regular updates and prayer lists.

DATA ACCURACY, STORING AND SHARING

- i) Accuracy: We try to keep up to date with your data. Any amendments that we are notified of will be updated.
- ii) Storing: We only hold your data electronically via our secure mail database. There is an unsubscribe link at the end of each e-mail communication. If clicked, you will stop receiving communications, but we will still hold your data. Should you wish to have your data permanently deleted please get in touch via email (info@naujavan.com).
- iii) Sharing: We will not share your contact details with anyone outside Naujavan. We cannot foresee any such situation in the future when this would be appropriate. However, if such a situation were to arise we would only share information after requesting your permission.

YOUR DATA RIGHTS AND SECURITY - YOU HAVE THE RIGHT TO:

- i) Be informed about the data we hold on you
- ii) Access the data we hold on you
- iii) Update or edit the data we hold on you
- iv) Erase data we hold on you
- v) Request that we stop processing your data in a specific way
- vi) Be provided with your data in a portable way
- vii) Object to specific processing of your data
- viii) Object to automated decision making and profiling where there is a significant effect on you

- Data security: All the data we hold on you can be viewed by a small number of the communication team, selected members of the trustees and group/team leaders within Naujavan.
- We will always aim to have a named lead for data control who will have a level of training in data protection and management.
- Should you ever have questions or wish to request information on your data please contact us directly on: info@naujavan.com