

## PRIVACY POLICY

1. This privacy policy explains what to expect when the organisation collects and uses personal information, as read with our Data Protection Policy in relation to the General Data Protection Laws.
2. The organisation takes data protection seriously and stores personal data securely.
3. We protect the confidentiality of personal information and always ensure its security. If you would like to learn more about our Data Protection and Privacy Policies or get further clarification, please do not hesitate to the head office.

4. Contact Details

For all queries relating to this policy, please take note of the following contact details and information:

Name of Organization:	The Oxford Centre for Religion and Public Life
Contact Person:	Dr Daniel Thejus
Address Details:	Unit 1, Fordbrook Business Centre, Marlborough Road, Pewsey, SN9 5NU
Email Address:	<a href="mailto:daniel.thejus@ocrpl.org">daniel.thejus@ocrpl.org</a>
Telephone Number:	+44 (0) 91 98845 42898

5. The organisation is committed to respecting your privacy and ensuring the personal information you have entrusted to us is processed in accordance with general data protection laws (GDPL).
6. We will never pass on your details to another charity or organisation who could contact you or add you to their mailing lists.
7. We collect personal information directly from you, and no one else, when you make the decision to donate or sign up to receive our mailings.
8. We also periodically run petitions, for people to sign. If you signed a petition, the information you have opted in to provide will be used to keep you informed of the organisation's wider work unless you have opted out of receiving these updates from us.
9. The personal information we collect:

9.1 Personal identifiers such as your title and name, we will not collect your date of birth;

- 9.2 Contact details including your postal address and postcode for physical mailings, or your telephone number and email for electronic communication;
- 9.3 Financial information such as your bank details if you have set up a direct debit, standing order, or other means of regular giving to the organisation. All credit or debit card details are destroyed once a one-off donation has been processed;
- 9.4 Whether you are a taxpayer in the region; and
- 9.5 Records of your contact with us.
10. We will never “cold call” our supporters. We only use your telephone number if we need to follow up on a donation issue or other query, or if there is an issue with an order that you have placed with us.
11. We only ever request information that is necessary and that does not constitute an invasion of your privacy.
12. GDPR recognises some information as ‘sensitive personal data’. This includes, but is not limited to, information regarding your age, financial status, race or ethnic origin.
13. We deliberately do not ask you for this information as we do not carry out any kind of wealth screening and we do not hold any data that is not necessary for our purposes.
14. All your information submitted via our website will be transmitted in a secure fashion.
15. We use Secure Sockets Layer (SSL) software, which encrypts any sensitive information you input. For example if you make a card donation online, the card number and your contact details are encrypted and sent to the appropriate card company.
16. There are various reasons why we need to collect personal data including the following:
- 16.1 To process donations;
  - 16.2 To reclaim the tax on any Gift Aid eligible donations;
  - 16.3 To keep you informed about our work by post and/or email;
  - 16.4 To send you resources that you have ordered; and
  - 16.5 To send you an annual giving and Gift Aid summary.
17. We try to keep you, with your permission, informed and up-to-date regarding our work, the issues faced by the persecuted church worldwide and how your support is making an impact.

18. This could include sending you magazines, special appeals, email updates and information for prayer. Your prayers for our work and for our persecuted brothers and sisters are extremely important and so we do not require a donation in response to us sending you this information on a regular basis.
19. Postal marketing: we send our magazines and postal updates to our supporters unless or until you notify us that you would prefer not to receive this information by post.
20. Email marketing: we ask you for your email address so that we can keep you more up-to-date with the current needs around the world. We will keep you informed until you unsubscribe from our email mailing list (which can be done by clicking on the link in the email itself).
21. Telephone marketing: unlike many other organisations, we will never cold call you and we will only ever make a note of your phone number, supplied by you, in order that we can resolve an issue or follow-up on a query that you have raised.
22. The organisation is fully committed to respecting your choice to receive marketing communication. You can update your permission and contact preferences at any time by contacting us at the above address and phone number.
23. The organisation is a global charity organisation with offices and affiliates on all continents and in various countries. We will only share personal information, which is either consented to, or necessary to fulfil its obligations.
24. The organisation may also share your personal information with trusted third parties, such as our printers, where it is necessary to provide products you have requested, such as receiving our magazine by post. In situations like this, we demand the third parties to have written contracts, which obligate them to process your personal information only on our instruction, securely and in accordance with applicable data protection and privacy laws.
25. Fundraising is essential for the organisation and its affiliated partners and offices to make a difference to the lives of our persecuted and suffering brothers and sisters. We endeavour to be transparent, open, efficient and ethical in the way we raise funds and in the manner in which we contact supporters.
26. We raise funds from:
  - 26.1 appeals through our own literature, which is sent to people on our mailing list and distributed at various meetings;
  - 26.2 appeals via emails sent to people on our email list;

- 26.3 appeal leaflets in other carefully selected Christian publications; and
- 26.4 appeals on our website and on social media.
27. We never:
- 27.1 cold call people or our supporters;
  - 27.2 have street collections;
  - 27.3 use external fundraising organisations;
  - 27.4 conduct research to gain better understanding of our supporters; or
  - 27.5 use third-party research organisations which provides general publicly available information about our supporters.
28. You can contact us at any time to opt out of receiving information from us and we will stop mailing you as soon as we receive your request.
29. Please note that you may still receive some printed material if the next mailing is already being processed at the time your request is received.
30. The General Data Protection Laws (GDPL) gives you the right:
- 30.1 To request from us in writing all of the personal information that we hold about you;
  - 30.2 To correct or update your personal information processed and held by the organisation;
  - 30.3 To be removed from our mailing lists (please note that we have up to 28 days to comply with a request not to receive postal mailings); and
  - 30.4 To withdraw your consent for your data to be used unless there is an over-riding need for us to keep the data, for example for tax purposes being subject to government and audit requirements.
31. We collect web statistics automatically about your visit to our site based on your IP address. This information is used to help us track what people are reading on the site so that we can improve it.

Provider's name: The Oxford Centre for Religion and Public Life  
Provider's UKPRN: 10084082  
Contact Person: Daniel Thejus, [daniel.thejus@ocrpl.org](mailto:daniel.thejus@ocrpl.org)



32. We do not use this information to identify you as an individual and you will remain anonymous, unless you are asked to identify yourself when completing a form to receive our free materials and/or when completing an online transaction.
33. Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. They are used by our website to remember user preferences such as display properties and language preferences.
34. Also, if you complete our online registration process, and/or subsequently login to the site, we will use cookies to remember your preferences during your current visit, and any future visits provided the cookie was not deleted in the interim.
35. Cookies can be deleted at the end of each visit by logging out of the site. Your browser help text will contain information about how to refuse cookies from our site should you wish.
36. Refusing cookies from our site may affect your ability to perform online transactions, and some other website functions may not act as expected.
37. The organisation will review this privacy notice regularly and may update it at any time. Please do check this privacy notice from time to time.
38. If there are any significant changes in the way we process your personal information, we will ensure it is prominently displayed on our website and/or send you a notification.