

International Christian Embassy Jerusalem UK National Office

Privacy Policy

The International Christian Embassy Jerusalem UK National Office (hereafter ICEJ UK) takes very seriously the issue of the privacy and security of all our supporters and those we communicate with. Any personal data collected by ICEJ UK will be processed in accordance with Data Protection laws, the General Data Protection Regulation (GDPR) and according to this Privacy Policy.

This policy has been put in place to protect your rights, and it is important that you understand what we will do with your data and that you are happy with this.

All references to “data” and “information” include the collection, use, storage and protection of data. The policy extends to the staff, directors, and volunteers of ICEJ UK.

Any questions regarding this privacy policy or requests for further information should be sent to Mrs Joanne Lokuta, Data Protection Lead at ICEJ UK, PO BOX 717, WN1 9PP, or via email: info@icejuk.org

Important - please note: the following policy relates to the ICEJ UK Branch only. If you subscribe to daily news and media emails from our headquarters in Jerusalem, or from other worldwide branches, your data relating to these subscriptions is not stored by ICEJ UK and so is not covered by this policy.

How we collect your data

We will collect personal information directly from you when you subscribe to our mailing list, make a donation to the ministry of ICEJ, register for one of our events or make a general enquiry. In addition we may use the Royal Mail postcode finder to check the accuracy of an address.

Information we may collect

- Personal Information: Title, name and surname
- Contact details: Address, telephone number(s), email address(es)
- Basic financial information: eg bank details
- Donation history
- Records of your contact with us (postal and email)

Why we collect your personal information

ICEJ UK collects information in order to maintain our supporter database and keep in contact with donors:

- ICEJ UK will use the information to record your donations to the ministry
- ICEJ UK will use the information to keep you informed of news from ICEJ in Jerusalem*
- ICEJ UK will use the information to keep you informed of UK news and events*
- ICEJ UK will use the information in relation to a specific event you have registered for
- ICEJ UK will use the information to send you the Word from Jerusalem each month*
- ICEJ UK will use the information to encourage the development of prayer, advocacy and financial support*

*This requires your explicit consent - see over

Marketing Permissions

ICEJ UK would love to keep you up to date with news, events, advocacy opportunities and prayer requests via email and postal services. However we will ask for your permission before contacting you in this manner. ICEJ UK does not engage with telephone marketing but we may need to contact you with regards to a donation, event registration or purchase.

ICEJ UK will respect your communication choices and you can update your preferences at any time by emailing: info@icejuk.org or by writing to us at: ICEJ UK, PO BOX 717, WN1 9PP

We will store your contact details accordingly:

- Postal communication: The Word from Jerusalem/Appeal Letter (bi-monthly)*, Prayer Letters
- Email communication: weekly emails about ICEJ UK including ministry updates, notice of events, prayer requests, advocacy appeals, opportunities to donate
- Communication only in relation to donations made: we will use your details to email or write to you to thank you for your support

* Please note that this requires the transfer of your address in an encrypted database to our HQ in Jerusalem. For further information regarding our data transfer safeguarding procedures please contact us. To view our Head Office Privacy Policy please visit: <https://uk.icej.org/terms-and-conditions> or contact the UK Office to obtain the information in writing.

How we store your information

ICEJ UK is committed to protecting the data you give us and maintaining security measures to ensure the protection of your data physically and electronically. All information is stored in encrypted documents on password protected computers. ICEJ UK also uses secure cloud based storage to enable effective management of data. For more information on how we store your data and our use of cloud based storage please contact us.

Data Retention

ICEJ UK will only store and use your personal information for as long as it is required and in accordance with statutory regulations.

Your rights

The Data Protection Act and the GDPR give you the right to request in writing what information ICEJ UK has about you. You have the right to request that your information be amended or corrected. You have the right to request that certain or all data be deleted from our systems (unless we have a legal requirement for keeping it). Please contact us with any concerns about we handle your data. You also have the right to make a complaint to the Information Commissioner's Office if you have any concerns.

Confidentiality

ICEJ UK promises to respect the information you provide to us, we will not pass on your information to a third party or other organisations.

ICEJ UK will ensure this policy is adhered to by all personnel working or volunteering for us and will provide the necessary training to ensure full understanding and compliance.

Changes to this policy

ICEJ UK will review this policy regularly, whenever there are any changes to the law or to our operating procedures. Should we make any significant changes to the way we process your data we will notify you.

Children

ICEJ UK does not store or collect information about children. Children over the age of 13 are able to give their own consent and therefore this policy applies. ICEJ UK will not take photographs of children (under 18s) without parental consent.

Website Terms & Conditions

ICEJ is committed to ensuring your online security when you visit our website. For more information on how we use internet protocol addresses, cookies, and further website usage policies please visit: <https://uk.icej.org/terms-and-conditions> or contact the UK Office to obtain the information in writing.

Conclusion

ICEJ UK will obtain and store personal data in accordance with the General Data Protection Regulation and will ensure we have a legal basis for doing so. For more information on our privacy policy and procedures, or to gain further clarification please contact the Data Protection Lead as follows:

Address: ICEJ UK, PO BOX 717, WN1 9PP

Email: info@icejuk.org

Telephone: 01744 894374

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First Implemented – April 2018

Last review – April 2020

Next review – April 2021