



Carmelite Charitable Trust
Privacy Policy
Our promise to you

Introduction

On 25 May 2018, a new law came into effect in the UK called General Data Protection Regulation (the GDPR).

The Carmelite Charitable Trust is a registered charity with the Charity Commission of England and Wales, no. 1061342. Its registered office is Churchill House, Suite 320/321, 120 Bunns Lane, Mill Hill, London NW7 2AS. The Trust is also registered with the Fundraising Regulator, the Fundraising Preference Service, and the Information Commissioner's Office.

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Carmelite Charitable Trust's possession or likely to come into such possession. The processing of personal data is governed by the "GDPR".

The legal basis on which the Carmelite Charitable Trust will hold and use your personal data is through "legitimate interest". This means that in the past you have been in touch with or have been connected with the Carmelites in some way. The Carmelite Charitable Trust is the legal name of the charity which includes the Saint Jude Shrine Office, the Aylesford Newsletter Office, St Albert's Press, the Secular or Third Order, and the various websites and Facebook pages of the British Province of Carmelites.

We count the supporters of our charity as those who have shown an interest in the Carmelite Order, our various apostolates and the Catholic Church. We classify this support as a legitimate interest for holding data about you. Full details of legitimate interest can be seen by visiting the ICO, here.

Who are the Carmelites?

The Carmelites are a world-wide religious order in the Catholic Church. In Britain we have over 40 communities of friars, religious sisters and lay Carmelites. We are engaged in many different forms of service at home and abroad amongst people of all faiths and none. Our work of spreading the Gospel, education and the relief of suffering depends entirely on the generosity of donors.

From the earliest days the Carmelite Order has been a mendicant order of begging brothers, trusting in the providence of God shown through the generosity of individuals and communities, to support our work.

We receive no state support and rely on the generosity of people like you to fund our work which builds up God's Church and which benefits some of the neediest people in society.

Donations to the Carmelite Charitable Trust allow the Order to continue our work today and into the future. All of our friar communities remember our benefactors daily in our prayers.

We will protect your data

Your data is safe with us and it is held on a secure server in the United Kingdom. We take our obligations very seriously and we will never sell your data to third party organisations. You can contact the Carmelite Charitable Trust (dataprotection@carmelite.org) any time you wish to change the way we contact you or opt out of future communications.

The Carmelite Charitable Trust complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records for our various newsletters;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers, as well as in recruitment;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running

When we process your personal information for our legitimate interests, we will consider and balance any potential impact on you and your rights under data protection and any other relevant law. Our legitimate charitable interests do not automatically override your interests – we will not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

Who is responsible for ensuring compliance with the relevant laws and regulations?

The Data Protection lead for the Carmelite Charitable Trust is currently Mr Matt Betts (dataprotection@carmelite.org).

He is the person who is responsible for maintaining a log of data breaches and notifying the correct authorities and any supporters affected as necessary, in accordance with our legal obligations.

Who has access to your data?

Members of staff at the offices of the Carmelite Charitable Trust (London, the Saint Jude Shrine Office, the Aylesford Newsletter Office, the Secular or Third Order; plus the various websites and Facebook pages of the British Province of Carmelites) have access to members’ data in order for them to carry out their legitimate tasks for the organisations, such as responding to enquiries from those supporters. All employees of the Carmelite Charitable Trust receive mandatory and on-going training on Data Protection issues to ensure that your personal data is kept safe and accurate.

Members of committees, the trustees of the Carmelite Charitable Trust will be given access to this data for any legitimate purpose to do with their roles as officers of the organisations or members of their committees but will not be free to pass it on to any other organisation.

Sub-contractors of the Carmelite Charitable Trust may be given access to data for specific tasks, such as mailing copies of Carmelite News and other literature on our behalf. They are not allowed to use it for any other purpose. The Carmelite Charitable Trust will ensure that all sub-contractors are GDPR compliant.

How you can check what data we have about you?

You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

If you wish to inform the Carmelite Charitable Trust of changes to your details, or wish to request that we stop sending you some or all communications, you can contact us in the following ways:

- via our website
- by emailing us your request at dataprotection@carmelite.org
- by telephoning the office
- by writing to us at Carmelite Charitable Trust, 34 Tanners Street, Faversham, ME13 7JW

We are respectful

One of the most important commitments you can make to our ministry is the support of your prayers. If you are able to support us financially, we will never put you under pressure to make a gift and if you do not wish to donate we will always respect your decision. If you make a decision to have your data removed, we will respect this decision too.

We are accountable

We do all we can to ensure that fundraisers, volunteers, staff and any third party agencies working with us comply with all fundraising regulations and this promise. We will always act quickly if anyone does not meet the high standards we set.

We will keep in touch

We will always provide easy ways for you to contact us (*email address above and link to our contact us page*) and our team is on hand to help answer any queries you may have. If you are unhappy with anything we have done, you can contact us using our complaints policy. If we make a mistake, we will apologise and do all we can to put things right, and if we cannot resolve your complaint, we accept the authority of the Information Commissioner, the Fundraising Regulator and Charity Commission.

Changes to our Privacy Policy

We keep our Privacy Policy under regular review. All updates will be placed on our website. This Privacy Policy was last updated on 18 May 2018.

Kevin S. Alban O.Carm.

Fr Kevin Alban, O.Carm
Prior Provincial and Chair of Trustees
18 May 2018