



Caf4e (Carpenters Arms Fellowship 4 Everyone)

Caf4e encompasses: Caf4e @ Credo and Caf4e Missional Community

This privacy notice explains how we use any personal information that we collect from you.

Information that we collect

We may collect information about you when you use our website, social media, contact us by email, text, in writing or when you speak to us e.g. by phoning or when you visit us/attend an event.

This information may include but is not limited to:

Your contact details, name, address, etc.

In some cases, we may collect financial related information e.g. if you donate money to Caf4e.

How we use your personal information

Any personal identification information that we hold will only be used in line with Caf4e purpose as a member of the Scottish Episcopal Church. There is a pastoral side of Caf4e as well as an administrative side e.g.

To provide pastoral care.

To administer membership/ attendees' records.

Financial purposes including, fundraising, accounts and records including Gift Aid.

To manage employees and volunteers.

To inform you of events, activities that we feel may be of interest to you. This may be local or wider church or community events.

To share personal data with the diocesan office e.g. if you are appointed to a role within Caf4e.

To share personal data with General Synod and/or other church groups e.g. if you take up a volunteer role within a para church organisation.

To enable us to provide a voluntary service to the local community e.g. Lunch Club, Children's Activities.

In an emergency e.g. if you are taken ill.

Lawful processing

We are required by law to rely on one or more lawful grounds to process personal information. Much of our processing is done on the basis of legitimate interest, however we may also rely on other bases including consent, legal obligation, performance of contracts and vital interests. When determining legitimate interest, we will conduct balancing tests to ensure that

The interest is legitimate.

The processing of data is necessary to the identified interest.

The pursuit of the interest will not negatively impact on you.

How long do we hold your information?

We will hold your information for no longer than is necessary for the purpose for which it is collected. The length of time will be determined by both practical and legal considerations e.g. we are required to hold certain types of data for statutory and regulatory purposes:

Health and safety

Tax/accounting

Documentation such marriages, baptisms, funerals will be kept indefinitely.

What are my rights?

You have several rights regarding your personal data, that subject to a few exceptions, you can exercise:

The right to request a copy of the personal data that we hold

The right to request the removal of your personal data

The right for personal information to be corrected if what is held is incorrect

The right to object to the processing of your personal data.

Contact details are provided below.

16 years or under

If you are 16 years of age or under then your parent/carer should contact us on your behalf or ask their permission prior to making contact.

Contact details:

Caf4e@Credo,

14-20 John Street,

Aberdeen, AB25 1BT

<http://www.caf4e.com/>

<http://www.caf4e@credo>

Scottish Charity Number SC047147

The Information Commissioner's Office can be contacted via:

<https://ico.org.uk/global/contact-us/>.