

# NEW HORIZON PRIVACY POLICY



## YOUR PERSONAL DATA – WHAT IS IT?

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 data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

## WHO ARE WE?

New Horizon Ministries Ltd is the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

## HOW DO WE PROCESS YOUR PERSONAL DATA?

New Horizon Ministries Ltd complies with our 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.

## WHY DO WE NEED INFORMATION FROM YOU?

### Volunteers

- We need information about you to process your application and to keep you informed about the team to which you have applied.

### Children & Youth Programme

- We need this information to run an enjoyable and safe programme to make sure we have adequate facilities and numbers of leaders.
- By giving us relevant information on health and special needs we can endeavour to make sure children and young people are safe and can participate as fully as possible in planned activities.
- We need signed parental consent in order for children/young people to attend.
- If we need to contact you during children/youth programme activities we will use the emergency contact details you give us.

### New Horizon Attendees

- To inform you of news, events, activities and services associated with New Horizon Ministries Ltd.
- To maintain our records including the processing of Gift Aid claims to HMRC.

### New Horizon Speakers, Exhibitors & Suppliers

- We need this information to communicate with you about your involvement with New Horizon Ministries Ltd.

## WHO DO YOU SHARE YOUR INFORMATION WITH

Your personal data will be treated as strictly confidential and will only be shared for purposes connected with New Horizon.

### Volunteer applications

- When you apply for a team your online application is accessed by the New Horizon office, and shared securely with the relevant team leaders. You may also be required to submit information to AccessNI for an enhanced check. As the Registered Body, we will check that information against the ID which you show us and retain copies of that ID for 90 days after which it will be destroyed.

### Children & Youth Registration

- The New Horizon office processes the registration forms and will only share children/youth information with relevant New Horizon team leaders.

### New Horizon Attendees

- If you give by Standing Order then we will forward your bank details to your bank for processing. In compliance with legal obligations your name and address and tax status will form part of our Gift Aid Claim to HMRC.
- If you give us your Credit/Debit Card details we will not retain this information after the payment has been processed.
- We use Campaign Monitor to send out e-newsletters. Your name and email address are uploaded on their website for that purpose.  
<https://www.campaignmonitor.com/trust/gdpr-compliance/>

### New Horizon Speakers, Exhibitors & Suppliers

- We will only share your information with relevant team members responsible for organising the programme or area you are involved with.

## HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We only keep your information for as long as we consider it necessary and reasonable. This takes into account our legal obligations, insurance recommendations, accounting and tax consideration.

## YOUR RIGHTS AND YOUR PERSONAL DATA

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: –

- The right to request a copy of your personal data which New Horizon holds about you;
- The right to request that new Horizon corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for New Horizon to retain such date;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## FURTHER PROCESSING

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## COOKIES

The New Horizon website uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymous tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at [the About Cookies website](#) which offers guidance for all modern browsers.

## CONTACT DETAILS

To exercise all relevant rights, queries or complaints please in the first instance contact [office@newhorizon.org.uk](mailto:office@newhorizon.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.