



Christian Community ACTION!

## PRIVACY NOTICE

Christian Community Action Ministries (CCAM) is committed to maintaining the trust and confidence of our supporters, donors and those who visit our web-site or use our services. In particular we want you to know that CCAM is not in the business of selling, renting, trading or sharing email lists with companies or businesses for marketing purposes. This type of business practice is not who we are as an organisation. To ensure your confidence and to maintain your trust in us, we have developed this Privacy Notice. In this Notice we will explain: when and why we collect your personal information; how we use it and the limited conditions under which we may disclose it to others, and how we keep it secure.

### Types of data we collect

#### Cookies

Our web hosting service uses cookies to provide the services and features offered on our website, and to improve our user experience. We also use Google Analytics to understand how people find and interact with our website. Full information on how these cookies are used is available via the "Use of Cookies" link on our website [www.ccam.org.uk](http://www.ccam.org.uk)

CCAM itself does not use marketing cookies nor do we have guest Wi-Fi facilities in any of our sites.

#### Other information

We collect information from Gift Aid forms. Blank forms are available in each of our sites, on our vans and on our web-site. The completed forms are kept in a secure, locked, non-portable filing system. We use the information on these forms for HMRC purposes to collect the Gift Aid on financial donations or goods which you have donated for sale as your agent under the HMRC rules. We abide strictly by the HMRC guidelines and as such the HMRC may require sight of the signed form.

### Mailing lists

Our **e-newsletter** is our way of keeping you up-to-date with how we are fulfilling our charitable mission. We use the information for the following reasons: to tell you about what we have achieved with your support; to inform you of our latest fundraising projects; to contact you if we need to obtain, verify or provide additional information; to check our records are correct, and to check every now and then that you're happy and satisfied with CCAM. We don't sell, rent or trade email lists with other organisations and businesses.

We use a third-party provider *MailChimp* to email our **e-newsletter** to you – usually 3 to 4 times per year. We do not gather any statistics regarding email opening or clicks. For more information, please see *MailChimp's* Privacy Notice. You can unsubscribe to these mailings at any time by clicking the unsubscribe link at the bottom of any of our emails, or by emailing our data protection officer; [gdpa@ccam.org.uk](mailto:gdpa@ccam.org.uk).

**Christian Community Action Ministries, Central Services Department, 369, Oxford Road, Reading. RG30 1HA**  
Phone: 0118 951 2336 Fax: 0118 951 2364 e-mail:[mail@ccam.org.uk](mailto:mail@ccam.org.uk)



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We also post our Newsletter in paper format. This is normally 3 to 4 times per year. We do not trade postal address or personal information with any other organisations or businesses. If you wish to be removed from our postal mailing list then kindly write to us at the following address:

Data Protection Officer  
CCAM  
369 Oxford Rd  
Reading  
RG30 1HA

Or telephone us on 0118 951 2336 and ask for the data protection officer.

### **Access to your personal information**

Under the GDPR, you are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer; [gdpa@ccam.org.uk](mailto:gdpa@ccam.org.uk)

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### **Changes to this Privacy Notice**

CCAM will review our Privacy Notice annually or sooner if the law changes or if good practice dictates.

For further information regarding GDPR, kindly go to the **Information Commissioner's Office** website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

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