

**Military Ministries International General Privacy Notice -
How the information we hold on you will be used**

1. Personal data is any information about a living individual which allows them to be identified (e.g. a name, email address, address, image). Identification can be by the personal data alone or in conjunction with any other information.
2. Your information/personal data will be held by Military Ministries International (MMI). You can contact MMI as a data controller and for any data protection enquires by post by writing to:

Data Protection Officer
MMI, Havelock House
Barrack Road, Aldershot
Hants GU11 3NP

By email at headoffice@mmi.org.uk or by telephone on 01252 311222.
3. As data controllers we will comply with our legal obligations towards you to keep any personal data we hold on you up to date; to store and destroy it securely; not to collect or retain excessive or unnecessary amounts of data; to keep your personal data secure, and protect it from loss, unauthorised access, misuse and disclosure.
4. We will use your personal data for some or all of the following purposes:
 - (a) to enable us to carry out MMI's mission;
 - (b) to fundraise and promote our work;
 - (c) to send you communications which you may have requested or that may be of interest to you about our operations, events, fundraising activities, campaigns and appeals.
 - (d) to process a donation that you have made (including Gift Aid information);
 - (e) to maintain our records and accounts;
 - (f) to keep you notified of changes to the service that we provide, events or personnel within the local initiative;
 - (g) to seek your comments or views;
 - (h) to process applications for a role;
5. We may process the following personal data:
 - (a) Names, titles, aliases, photographic images.
 - (b) Contact details, e.g. telephone numbers, addresses and email addresses.
 - (c) Where relevant we may process such information such as your date of birth, marital status, nationality, family composition, dependants, education/work histories, academic or professional qualifications and employment details.
 - (d) Where you make donations or pay for activities or materials we may supply, financial identifiers such as bank account numbers, payment card numbers, payment or transaction identifiers, policy numbers, and claim numbers.
 - (e) Other operational personal data created, obtained, or otherwise processed in the course of MMI carrying out our activities including, but not limited to, IP addresses, website visit histories, and logs of visitors.
 - (f) The data we process will likely include sensitive personal data because as a Christian organisation the fact that we process your data may be suggestive of your religious beliefs. MMI may also process other categories of sensitive personal data revealing racial or ethnic origin, religious or philosophical beliefs.
6. Whilst we will rely on your consent as a legal basis for this processing, we will also have a legitimate interest for processing your personal data in order to facilitate the MMI mission. As a Christian organisation we may process information that indicates you to be a Christian, when administering membership or contact details. Whilst exercising our legitimate interest we will always take into account your interests, rights and freedoms.
7. Some of our processing is necessary for compliance with a legal obligation. Where your personal data is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.
8. Your personal data will be treated as strictly confidential. It will only be shared with third parties including other data controllers (e.g. AFCU or NMBS) where it is necessary for the performance of our tasks or where you first give us your prior consent.
9. We may also share your personal data with our agents or contractors. For example, we may ask a commercial provider to send out the MMI Newsletter on our behalf, or to maintain our database software.
10. It is not envisaged that your personal data will be transferred to any party who is not an AMCF/MMI employee or organiser outside of the UK, but if this needs to be done, your consent will be sought beforehand. Any electronic personal data

transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the EU. Our website is accessible from overseas so on occasion some personal data (for example content published in a Newsletter) may be accessed from overseas.

11. We will keep your personal data only for as long as we need it and in line with our Data Retention Policy and we will delete it when it is no longer needed. Elements of your personal data may be retained by MMI for historical, statistical or research purposes.
12. We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits.
13. As a person whose personal data MMI holds (a data subject) you have the following rights:
 - (a) The right to be informed of your rights as a data subject through this privacy notice.
 - (b) The right of access to the information MMI holds on you.
 - (c) The right to correct the information we hold on you.
 - (d) The right to erase the information we hold on you.
 - (e) The right to restrict processing of your personal data.
 - (f) The right to data portability and the transfer of your personal data to another data controller.
 - (g) The right to object to the processing of your personal data.
 - (h) Rights in relation to automated decision making and profiling.
14. When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such a case we may need you to verify your identity before you can exercise these rights.
15. You have the right to withdraw your consent to the processing of your personal data by MMI at any time.
16. MMI currently has no automated decision making or profiling activities. If in future these activities are to occur, you will be notified, and your consent sought before your personal data is processed in this manner.
17. Should you be dissatisfied with the way in which MMI has processed your data you have the right to submit a complaint to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane Wilmslow
Cheshire SK9 5AF

www.ico.org.uk/concerns/handling/

