



## Donor Data Privacy Policy

### **Your Information and how we use it**

#### **What**

Coventry Cathedral will hold the data you give us in relation to your donation. The data will include your name, the donation amount and any personal contact details (address, email address or phone number) which you have given us. In the case of Gift Aid we will hold the declaration you have given us.

#### **Why**

Coventry Cathedral will hold your information in the first instance to acknowledge your donation. Information will then be held in order to contact you in line with your wishes as specified in your consent form. In the case of Gift Aid declarations, Coventry Cathedral will hold these as required by HMRC in order to claim gift aid on each donation you give us.

#### **Sharing**

All data will be held securely within the Cathedral's systems and will not be shared with any other organisation unless you have specifically consented to this being shared (as in the case of Investors in Hope who become members of the Friends of Coventry Cathedral). We may need to share your details with HMRC so that we may claim the Gift Aid in relation to your donations.

#### **How long will we keep your data?**

Coventry Cathedral will keep your data in order to be able to keep you informed of the life of the Cathedral in accordance with your wishes on the consent form. We will keep this for as long as you remain a donor.

Coventry Cathedral will also keep Gift Aid declarations in line with the requirements of HMRC.

#### **Your rights**

You have the right to request access to the data we hold on you. You also have the right to change your preferences in terms of any consents you have given us. If you wish to do this, please contact [covcath@gmail.com](mailto:covcath@gmail.com)

#### **Overseas transfer**

Coventry Cathedral does not normally transfer data overseas. However we do use external email messaging systems for electronic mailings. Please see our main Privacy Policy for further information.

#### **Contact details**

Should you have any queries about this privacy policy, please contact [covcath@gmail.com](mailto:covcath@gmail.com) or call the Cathedral on 02476 521242 (Office open Monday – Friday 09:00 – 17:00)

ICON OF HOPE