

DATA PRIVACY NOTICE

hearYOURway

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").

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for the following reason:

- Requesting a service of Hearyourway ministries

We use the information that you have given us in order to contact yourself to set up requested service.

- Personal identifiers, contacts and characteristics (for example, name and contact details)

- Website user statistics

Sharing your personal data Your personal data will be treated as strictly confidential and will only be shared with other members of the team in order to carry out a service. We will only share your data with third parties with your consent, unless required by law or safeguarding obligation, in which case a subject's consent is not required.

Who are we?

Hearyourway is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

Hearyourway complies with its 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.

How long do we keep your personal data?

We keep your personal data for no longer than is necessary for the purposes for which the personal data are processed. We will securely delete information that is no longer needed. We only retain your data further in case of any legal claims/ complaints.

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 Hearyourway holds on you.
- The right to request that Hearyourway corrects any personal data if it is found to be inaccurate or out of date;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 Hearyourway to retain such data;
- 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.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Hearyourway Administrator at hello@hearyourway.co.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.