



Privacy Notice: ENVOY

What will we do with your data?

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This information is provided in accordance with the General Data Protection Regulations (“the Regulations”).

We have collected the following data from you:

- Personal details including name, contact details, age and date of birth.
- Some details relating to your life story, and your faith and mission journey.
- References.

The purpose of collecting and processing this data and any other data we may collect as part of your time on an Envoy community is to ensure the programme runs well and that you get the maximum benefit from it.

Church Army (Wilson Carlile Centre, 50 Cavendish Street, Sheffield, S3 7RZ) is the data controller with regards to the personal data you have disclosed to us. A data controller is the person or organisation who determines the purpose for which, and the way, any personal data is processed. The data controller is responsible for establishing practices and policies in line with the Regulations.

Your data will not be processed outside of Church Army and will not be disclosed to any parties outside of Church Army, except for information being shared with Blackbaud, Wix.com and Cognito, the companies that host our website, our database and the cloud within which the data is held. We only enter relationships with third parties who have adequate data protection policies and procedures in place.

We will not disclose or share your information to any other third party unless we have your explicit consent to do so. At no time, will your data be sold to a third party.

We will not keep your personal data for any longer than is necessary and once it is no longer required we will take all reasonable steps to destroy it or erase it from our systems. Your data will be retained after the end of your relationship with Church Army, or upon death, for a period of 50 years, in accordance with our insurer’s stipulations. Any data stored on our database is held indefinitely but at the end of your relationship with Church Army it will be marked inactive and no actions will be taken in relation to it.

In the event, it is decided that it would not be right for you to join Envoy we will hold any data you provide us with during the application process for 1 year and then steps taken to destroy any records held on our systems.

The database we hold your personal data on is cloud based and hosted by a company called Blackbaud, based in Boston, USA and therefore some of your data may be processed outside of the UK and Europe, however, both the USA and Blackbaud ensure an adequate level of protection for the data subject's (i.e. you) rights and freedoms.

Your Rights

In relation to us processing your personal data you have a number of rights in relation to your data, which can be exercised at any time, including a right to request a copy of the data we hold about you, known as a subject access request.

Your Questions

If you wish to receive further information regarding Church Army's data protection policy, together with a copy of that policy, please contact Robin Webb at Church Army, Wilson Carlile Centre, 50 Cavendish Street, Sheffield, S3 7RZ, 0300 123 2113 or robin.webb@churcharmy.org.

Any issues, questions or concerns you may have in relation to the way Church Army process your data please do not hesitate to contact Robin Webb.

If at any time you have any concerns about the way your data has been processed by Church Army and those concerns cannot be resolved by Church Army directly you have the right to take those concerns externally and raise them with the regulator, the Information Commissioner.

You can read Church Army's full privacy notice [here](#)