

## **Gilgal House Healing Centre Privacy Policy**

### **Privacy Policy**

**Data Protection Officer - Peter Whybray**

### **Principles**

- We will only retain the minimum data for the purpose for which it is given.
- We will not seek data from organisations/sources unconnected with Gilgal House.
- We will never share data with other organisations unconnected with Gilgal House.
- We will only hold data with an individuals expressed permission or as may be required by law such as administering gift aid.
- Every mailing will offer the opportunity to unsubscribe.
- You may request to see a copy of the information that we will hold about you by contacting our Data Protection Officer.
- In the unlikely event of a data breach that is likely to result in a “risk to the freedom of individuals” we will advise the ICO and all people whose data may have been compromised.
- If you are unhappy with how we use your information contact our Data Protection Officer.
- You may also contact the Information Commissioners Office at [www.ico.org.uk](http://www.ico.org.uk)

### **The source of the information we hold**

#### **Events**

- Registration details as supplied by the individual
- Donations that qualify for gift aid
- Name
- Address
- Telephone number
- E-mail address

#### **Recurring gift aid donations**

- Name
- Address
- Telephone number
- Bank details

### **How we use your information**

- We use it to administer the purpose for which it was given, for example event registration.
- We will mail you information concerning conferences, meetings and training events.
- Inform you of significant developments in the ministry.

### **Personal Ministry Appointments**

In order for us to be able to fulfil our responsibilities for personal ministry, we will need to record certain information about you. This information includes:

- Your name
- Address
- Contact details i.e. landline, mobile numbers and emails.

We will also take personal details that are relevant for personal ministry, such as:

- Medical information
- Relevant aspects of your personal, social, and family history (that you choose to share with us)
- Brief notes of the ministry session. See below (information about your ministry session and our work together)

### **Why we need this information**

Your contact details will be used to contact you. Other personal data such as your name and address will be used to verify your identity if the need ever arises.

In the event that your prayer minister is incapacitated, your contact details alone will be shared with a supervisor, administrator or other senior

member of staff so that they can contact you to explain the situation and discuss options.

### **Information about your ministry session and our work together**

Gilgal House is not a professional counselling service and does not keep detailed records of what happened in a ministry session. Only brief notes are retained should another session be required in the future. These notes will be retained for three years in a locked cabinet.

These notes may be shared with a ministry supervisor for the purpose of maintaining standards and helping a prayer minister with continual development (your name and address etc. will not be used).

The Gilgal House Healing Centre may make these notes available to legitimate third parties under the following conditions:

- Receipt of a request from you or your representative and where the release of the notes is not judged by Gilgal House to cause you significant harm or harm to another person e.g. insurance company or employers.
- Where there is a special legal requirement for Gilgal House to do so e.g. request by a court.
- Where there is an ethical duty for Gilgal House to do so, for example to avoid serious harm to yourself or another person, including safeguarding of children and vulnerable adults.

The liability release forms and sozo review forms will be retained for three years. Any correspondence related to liability such as medical practitioners permission to hold a sozo session with their patient will be retained for up to seven years.

### **Records of contact between us**

The Gilgal House administrator will hold your name and telephone number in case they need to contact you e.g. to cancel or change an appointment.

If Gilgal House has agreed to communicate with you by telephone, text or email, these records may be kept for the same duration as your ministry notes.

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