



**MISSION AND MEDIA FOR THE 21ST CENTURY
FILM THEATRE DOCUMENTARIES TRAINING MENTORING EVANGELISM**

Privacy Notice

How we use your Information

At CWEST we take the security and protection of your personal information seriously and have implemented policies and procedures which comply with the EU's General data Protection Regulations and UK laws. Unless we say otherwise, we generally use your information on a "Legitimate Interest" basis. We do this in order that we may fulfil our 'charitable objectives' by providing our services and engaging in media productions.

The Information we collect

The basic information we collect for all individuals associated with, or connected to CWEST is name, address, phone number and email address. For trustees and team members who receive payment or the reimbursement of expenses we also keep bank details in order to facilitate payment.

Generally information from volunteers, supporters and team members is retained for 3 years. Information pertaining to contracts is retained for 6 years and Trustee information is kept indefinitely. The information pertaining to participants in activities is retained for 1 year after the activity.

For particular categories of people there may be other information collected and different retention periods may apply.

Activity participants

For participants in cycling adventures and mentoring missions, health information is required to ensure an individual's suitability for the activity. This data is retained for one year after the activity.

Cast members and production crew

Bank details are retained to permit payment and reimbursement of expenses and Equity membership status. For paid cast members and production crew the legal basis for collecting data is a contractual relationship and in these circumstances the information will be kept for 6 years. For volunteer cast and crew members, information will be retained for 3 years form the last contact to facilitate future engagement.

OFFICE: 62, Aldridge Avenue, Stanmore, Middx. HA7 1DD. UNITED KINGDOM.

Telephone: 0208 204 1210 Email: brandoncwest@ntlworld.com

Charity Number: 10974624

Pastoral care recipients

During training some people may request further assistance or pastoral care. Any details collected concerning them will be destroyed once that assistance or pastoral care is completed.

Sharing your information

Unless stated otherwise in this notice we will not pass your personal details to any third party unless there is a legal duty to do so.

Financial information will be shared with CWEST's accountant, Independent Examiner and bank.

When media production, training activities or cycling adventures take place outside the UK, personal details may be shared with travel companies, hotels and national and local authorities to obtain any necessary travel facilities and permissions.

Personal information may be stored in secure, on-line services (e.g. Drop Box and Google Drive) which are compliant with the EU-US Privacy Shield.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to the information about you that we hold. To make a request for your personal information please use the contact details provided below.

Addressing concerns about how we use your information

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means, which we don't do.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please use the following contact details.

Rev. Winston Bygrave

Email: wbygrave@yahoo.co.uk

Post: CWEST, 62, Aldridge Avenue, Stanmore, Middx., HA7 1D, UNITED KINGDOM.

Phone: 0208 204 1210

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

General enquires about this Privacy Notice

If you would like to discuss anything in this privacy notice, please use the contact details above.