

Data Privacy Notice

What is Personal Data?

‘Personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Who are we?

The Jesus Fellowship Community Trust appointed our team (JF Redress) in order to roll out the redress scheme. None of the team were involved within the New Creation Christian Community and were appointed as an independent team to create and deliver a fair process to support claims to the Jesus Fellowship Community Trust.

What data do we collect?

We require the following data from you in order to process your claim

- a) Name, address, telephone, email
- b) Previous New Creation Christian Community addresses
- c) Bank details once you have received a redress offer
- d) Physical or mental health details if you chose to provide them
- e) Details of your experience within the New Creation Christian Community

Why we need your personal data

We collect and use your personal data for the following purposes:

- a) To verify you were part of the New Creation Christian Community
- b) To assess your claim
- c) To ask for or to send you further information regarding your claim
- d) To make a decision about your claim
- e) To transfer your redress payment directly to your bank

Who has access to your data?

The Redress admin team will see your identifiable data. Access to this data will be given, with time limited access, only to:

- a) The solicitors of the insurers will see your name only
- b) The Assessment personnel who will see only your anonymised claim form and its sensitive data

- c) The Decision personnel who will see only your anonymised claim form and its sensitive data
- d) The Finance personnel who will make payment arrangements

What is the legal basis for processing your personal data?

We are processing your data so that you may receive redress from the Jesus Fellowship Community Trust as full and final settlement in respect of your claim. By registering for Redress and/ or making a Claim under the Scheme you consent to your data being processed for the purpose of receiving redress.

How we use personal data

Your personal data will be saved into our secure database and used to:

- a) Verify your identity
- b) Handle your claim, including assessing it and making a decision for a redress offer
- c) Make any payments
- d) With your permission to use anonymised data from your claim for the purpose of learning from your experience to improve safeguarding for other organisations.

Types of personal data we process

We process your personal data relevant to the above purposes. This includes:

- a) Full name and previous names
- b) Present Contact details, including address, telephone and email
- c) Addresses related to your claim
- d) Banking details

We also process sensitive categories of personal data which includes:

- a) Physical or mental health details if you chose to provide them
- b) Details of your experience within the New Creation Christian Community

How we process personal data

We will process your personal data in a lawful, fair and transparent manner. We will collect only personal data which is adequate and relevant to the purposes we have specified in this notice. We will not keep your personal data longer than necessary for the purposes we have specified in this notice. We have implemented appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing, accidental loss, damage or destruction. We keep all data electronically in an encrypted secure online data storage program. We do not hold hard copies of anything which contains personal data.

How will we obtain your personal data?

The data we collect will come from you when you fill out the web Claimant Registration and then on the Claim Registration form (CR) form. Once you are verified as eligible claimant to

the Jesus Fellowship Community Trust, we obtain further data from your returned Claim form (C3). We may obtain more personal data if you choose to send other documents to support your claim.

Who will share the information?

Your personal details will be shared by the Redress office personnel only, according to the purposes set out above.

How long is your personal data kept?

Your personal data will be kept for as long as your claim is still being processed. Once you have received a Redress Offer, accepted it and received payment, we will remove your personal details from our secure database.

Further processing

Anonymised data from your claim which you have allowed us to use for the purpose of learning from your experience to improve safeguarding for other organisations may be kept until such learning research and recommendations are made.

Transfers of personal data

Your contact details and bank details will be transferred to Finance personnel for the purpose of redress payments.

What are your rights?

Unless subject to an exemption under the Data Protection Act 2018, you have the following rights with respect to your personal data:

- a) Request to access a copy of your personal data, which we hold.
- b) Request to rectify your personal data if you find it to be out of date.
- c) Request to have your personal data erased where it is no longer necessary for us to retain such data.
- d) Request to obtain a copy of your personal data in a common machine-readable format and transmit that data directly to another organisation.

Who can I contact?

If you have any questions about how your personal data is being used please contact us by emailing info@jf-redress.co.uk or by visiting www.jf-redress.co.uk.

You can also write to us at:

Room 40, Icon Innovations Centre, Eastern Way, Daventry, NN11 0QB