God of Love Emancipation Ministries (GOLEM) Privacy Policy

Preservation of your privacy is important to GOLEM and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

References to "we", "us" and "our"in this Privacy Policy are references to GOLEM Ministries, a Not for profit charitable organisation registered in England and Wales, registered charity number 08197032

1.Information about you

- 1.1. We will collect personal information from you when you or your organisation enquire about or participate in our activities or if you become a supporter in any other way
- 1.2. The information we hold may include your full name(s), title(s), email address(es), physical address(es), telephone number(s) and job title(s). We may also ask for some additional, non-personal information.

2. Our use of this information

- 2.1. Your personal information will only be used to respond to your requests, to provide you with information relating to our charity or to process any donations you make, including those made under Gift Aid
- 2.2. We will share only your name but no other information with in respect of specific donations such as directed donations.
- 2.3. We will not share your information with third parties, other than those for which there is a legal requirement, such as HMRC in respect of Gift Aid donations.

3. Security

- 3.1. We will take all reasonable precautions to prevent the loss, misuse or alteration of information you give us.
- 3.2. Communications from GOLEM may be sent by mail or e-mail. If you have specifically requested, we may contact you by telephone.
- 3.3. Whilst we will endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot be held responsible for all communications being virus -free.

4. Other information

4.1. If you would like us to correct or update any information, or if you would like information deleted from our records, please write to our registered office at

GOLEM MINISTRIES NEWCOSTESSEY, NORWICH

NR5 OPT

or email jonathan.golemministries@gmail.com

- 4.2. This privacy policy may be updated from time to time, so please check at golem.org or write to us at our registered office.
- 4.3. Links within our website to other websites are not covered by this privacy policy but by the privacy policy of the linked website