

## Privacy Policy

### 1. Introduction

Tyndale House (“Us”, “We”), is a charity registered in England and Wales with charity number 1161396 and registered address 36 Selwyn Gardens, Cambridge, CB3 9BA. Simon Sykes (Operations Vice Principal) is the point of contact for any questions relating to Data Protection and related issues.

We exist to advance the Evangelical Christian Religion, in particular through promoting biblical scholarship and research.

The Tyndale House webpages are hosted on the Tyndale House website [www.tyndalehouse.com](http://www.tyndalehouse.com). This privacy policy also covers the KLICE webpages, which are hosted on the KLICE website [www.klice.co.uk](http://www.klice.co.uk). Collectively these pages make up “the “Website””.

We are committed to protecting your privacy and will only use the information that we collect about you lawfully. This policy is intended to give you an understanding of how and why we use the information you provide to us both online and otherwise.

*Please read this policy carefully to understand how we will collect, use and store your data. We may update this policy from time to time without notice to you, so please check it regularly.*

### 2. Why we collect information

We collect information to allow us to:

- (a) provide you with the information, goods or service you have requested from us, including subscriptions to our publications;
- (b) allow you to use the facilities at Tyndale House, including using the library and attending conferences;
- (c) to facilitate our events and residential accommodation programmes;
- (d) to provide you with information which we think you will be interested in;
- (e) to invite you to events that we organise;
- (f) to raise funds and raise general awareness of our work; and
- (g) so we can improve how we communicate with you and how we operate more generally.

### 3. What information do we collect about you?

We collect information whenever you interact with us, for example if you provide us with your details for any reason (through our Website or otherwise), buy goods from us, sign up to receive information from us, use our facilities in any manner or donate to us.

We also collect your information if you work for us, or apply for a position with us. We also collect information about the use of our Website using cookies (see the Cookies Policy [www.tyndale.cam.ac.uk/cookie-policy](http://www.tyndale.cam.ac.uk/cookie-policy).)

The personal data we collect can include:

- (a) Your full name;
- (b) postal address;
- (c) telephone number(s);
- (d) email address;
- (e) records of your correspondence with us;
- (f) details of your education, including academic qualifications, publications and/or general achievements;
- (g) details of academic and/or pastoral references;
- (h) records of your attendance at Tyndale House for events or as part of our residential programme;(i) donation and gift aid and other payment details; and
- (j) information you enter onto the Website.

We may sometimes, in addition to the above, ask you to provide information about your religious affiliation. However, this is completely voluntary, and we will never collect sensitive personal data such as this without your explicit consent.

There is also information about your computer hardware and software that is automatically collected by Tyndale House. This information can include: your IP address (the unique identifying number of a computer), the browser you use, for example Internet Explorer (IE), Firefox etc., domain names, access times and referring Website addresses. This information is used by Tyndale House for the operation of the Website, to maintain quality of the service, and to provide general statistics regarding use of the Website.

#### **4. How will we use the information about you?**

We will process your data for the following reasons:

- (a) To administer your payment or donation [including processing Gift Aid];
- (b) To acknowledge donations;
- (c) To administer our events and residential programme;
- (d) To deliver services, literature and/or other materials and information you have requested from us, such as our newsletter and other subscriptions;
- (e) To prioritise access to our library and residential facilities to those who are carrying out research which is most closely aligned to our charitable and strategic objectives in terms of the academic level of the research and the topics covered by the research;
- (f) To allow you to use the library or residential accommodation or attend our conferences or other events;
- (g) To process payment for and deliver goods you purchase from us;
- (h) Where you have consented, to send you information that we think you may be interested in, including updates on our work, fundraising appeals and invitations to events by post and e-mail;
- (i) To contact you about making a donation, donating in memory, leaving a gift in your will, or for any other fundraising channel you have expressed an interest in, to raise money for Tyndale House;
- (j) For our own internal administrative purposes and to keep a record of your relationship with us;
- (k) To manage your communication preferences; l) To assist with our recruitment decisions;
- (m) To manage our employment relationship with you when you are an employee;
- (n) To carry out research to find out more information about our applicants' and supporters' backgrounds and interests (for example, academic and/or theological background; and
- (o) To comply with applicable laws and regulations, and requests from statutory agencies.

We may, where you specifically request us to, share your religious affiliation with other users of Tyndale House, for the purpose of helping you to connect with other individuals of a similar background.

The legal basis that we rely on for processing your data is either where: you have provided your consent to us using your data in a certain way; it is necessary to for compliance with a legal obligation to which we are subject; or where it is in our legitimate interests to do so e.g. in order to process donations and administer the charity, provided this is not unwarranted by reason of prejudice to you. Our legitimate interest in these cases is to raise funds in pursuance of our charitable purposes. When we process your personal information for our legitimate interests, we make sure to consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. We will not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

## **5. Communications and marketing**

We will contact you by post, and where you have provided consent, also by telephone and e-mail, with communications to let you know about our events and activities that might be of particular interest to you; about the work of Tyndale House more generally; and to request donations and provide you with information about and the opportunity to participate in our fundraising activities. We may also send you surveys and requests for information from time to time. We may send you details of carefully selected third party events and initiatives too (for example, through sending such opportunities in our newsletter). We provide the opportunity for you to opt-out from receiving our marketing communications every time we contact you.

You can opt-out from receiving our marketing communications, or update your contact preferences at any time by emailing: [communications@tyndalehouse.com](mailto:communications@tyndalehouse.com).

## **6. Will we share this information with others?**

We do not share, sell or rent your information to third parties for marketing purposes. We may share some of your information with American Friends of Tyndale House, which is a charitable organisation based in the United States of America that supports the work of Tyndale House. We will ensure that we have appropriate safeguards in place when we do this. We will not otherwise disclose your personal information unless required to do so by a regulatory agency or law.

We may allow our staff, consultants and/or external providers acting on our behalf to access and use your information for the purposes for which you have provided to us (e.g. to deliver mailings, to analyse data and to process payments). We only provide them with the information they need to deliver the relevant service, and we make sure your information is treated with the same level of care as if we were handling it directly.

## **7. How do we protect the security of personal data?**

We aim to ensure that there are appropriate physical, technical and managerial controls in place to protect your personal details. [For example, any payment transactions will be encrypted using SSL technology.]

Your information is only accessible by appropriately trained staff, volunteers and contractors.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We encourage you to review the privacy statements of websites you choose to link to from the Website so that you can understand how those sites collect, use and share your information. Tyndale House is not responsible for the privacy statements or other content on sites outside of the Website.

The information we collect from you may be transferred to and processed and/or stored at a destination outside the European Economic Area ("EEA"). If we send your personal data outside the EEA we will take reasonable steps to ensure that the recipient implements appropriate measures to protect your information.

#### **8. How long do we keep your data for?**

We will keep your personal data for no longer than is necessary for the purposes for which it is processed, in accordance with our Data Retention Policy. If you request to receive no further contact from us, we will keep some basic information about you on our suppression list in order to avoid sending you unwanted materials in the future.

#### **9. What if you have questions or need to make corrections to your information?**

You have the right to request details of the information that we hold about you. If you would like to do so please contact us using the details below. We also want to make sure that your personal information is accurate and up to date. Please let us know if your details change. You may also ask us to correct or remove information you think is inaccurate.

You can also opt-out of receiving all or some of our marketing/ fundraising communications or request that we stop processing data about you for certain purposes (e.g. profiling) at any time by contacting us using the details below.

Please let us know if you have any queries or concerns about the way that your data is being processed by contacting us on the details below. You are also entitled to make a complaint to the Information Commissioner's office, and for further information see the Information Commissioner's guidance here <https://ico.org.uk/for-the-public/personal-information>.

#### **10. How will we let you know of changes to our privacy policy?**

We may update this policy from time to time without notice to you, so please check it regularly. The privacy policy was last updated on 15/03/19.

#### **11. How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

By phone: 01223 566601

By the contact form on the website: [www.tyndale.cam.ac.uk/contact](http://www.tyndale.cam.ac.uk/contact)

Or write to us at: Simon Sykes, Operations Vice Principal, Tyndale House, 36 Selwyn Gardens, Cambridge, CB3 9BA.