

Privacy Policy

This privacy policy sets out how Millennial Bible College collects and use your personal details. We are committed to protecting your privacy and to being transparent about how and why we collect your data and what we do with it.

From time to time we make changes to our website which may result in changes to our Privacy Policy so please refer back to this policy regularly to review any amendments.

Who is responsible for managing your data?

'Personal Data' refers to any details/information that enables an individual to be identified. Millennial Bible College (MBC) is the **Data Controller** responsible for how your personal data is collected, used and stored in accordance with the data protection legislation.

What data do we collect and how do we use it?

We collect your personal data for the purposes explained in this Privacy Policy. MBC will use your personal data at the initial enrolment phase and whilst you are a student at the college. We will communicate with you via email, telephone SMS and by mail throughout the duration of the course. MBC will only ever contact your next of kin by telephone in the event of an emergency.

The personal details of MBC staff are used to communicate to students and MBC-related information via email, SMS, WhatsApp and by phone.

- Use our 'Contact Us' web form to send us a message. We use your name and email address to respond to your enquiry.
- Download a course application form or fill in the online form. The data provided on this form is processed according to the Privacy Notice on the form.
- Make a payment for fees or donation. We keep your name, contact details, amount paid and what you are paying for. For donations we keep your name, contact details, amount given and whether Gift Aid applies and the purpose for which it is given.
- Contact us directly by telephone, text messages, emails, verbally or post. We will use your personal details to contact you about the course and / or to answer your queries or to alert you about upcoming events. Any data provided will be processed in accordance with the relevant Privacy Policy

N.B. Our website contains links to Third Party websites. MBC is not responsible for the content or Privacy Policies of these websites. We would recommend that you read their Privacy Policies.

Who has access to your data?

- The MBC staff that deal with your enquiry. Other staff will have access to your data on a 'need to know' basis e.g. if we need to refer your enquiry to another member of staff to be able to answer it.
- MBC may disclose personal information if required to do so by law e.g. we are required to pass Gift Aid information to HMRC. MBC may also disclose information if it believes that such action is necessary to protect our rights, property or safety and those of our students, staff, visitors or others.
- We will never share your data with Third Parties without your consent.

Where is the data stored?

We are committed to ensuring your data is protected from internal and external abuse. Your personal data are held on password protected drives, laptops, Mobile phones, SMS services, email platforms, WhatsApp, with cloud storage providers who provide cyber security protocols.

We hold your personal data until you have completed your chosen course and/or graduated and you have cleared any outstanding balances. Thereafter, we hold your personal data for 4 years.

The personal details of MBC staff are held electronically for the duration of their service at MBC.

Information which you submit via our website is stored within the European Union.

Your rights

Under the General Data Protection Regulation you have the following rights:

- To obtain access to, and copies of, the personal data that we hold about you;
- To require that we cease processing your personal data if the processing is causing you damage or distress;
- To require us not to send you marketing communications.
- To require us to correct the personal data we hold about you if it is incorrect;
- To require us to erase your personal data;
- To require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact us

If you have any queries about this privacy notice, how we process your personal data or to request access to the personal data that we hold about you, you can contact our Data Protection Officer by:

Email: info@millennialbiblecollege.co.uk

Telephone: 07447919728

Post: Data Protection Officer, Millennial Bible College, c/o 6 Ashmore Road, Coventry, CV6 1LH

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk