

What this means for you

What you need to do with your data will depend on what you do for Christian Aid.

- If you are organising an event within your own church, and contacting church members as you would normally do for an event in your church, then you can continue as normal.

Examples might be a coffee morning, soup lunch, collection or announcement during a service.

- If you are working within your own church, but are collecting and holding data, or organising an event Christian Aid has asked you to hold, you will need to follow some new guidelines.


Examples may be collecting details of house-to-house collectors, using sponsorship forms, or running an exhibition with Christian Aid staff.

- If you are working with people from other churches or in the wider community, you will also need to follow some new guidelines.

Examples may be working in a Christian Aid group or running a joint event with a local church.


What you need to do:

If you do need to follow the new guidelines please make sure you:


- 1.  Ask whether people want to receive emails and phone calls about Christian Aid

Before you email or phone anyone about Christian Aid, please ask them whether they are happy for you to do this. This includes collectors and people who help at your events, even if you've called or emailed them about Christian Aid previously.


You don't need to do this for church leaders and staff, so long as you are contacting them via their church email/phone address rather than a personal one.

- 2.  Record information and keep this safe

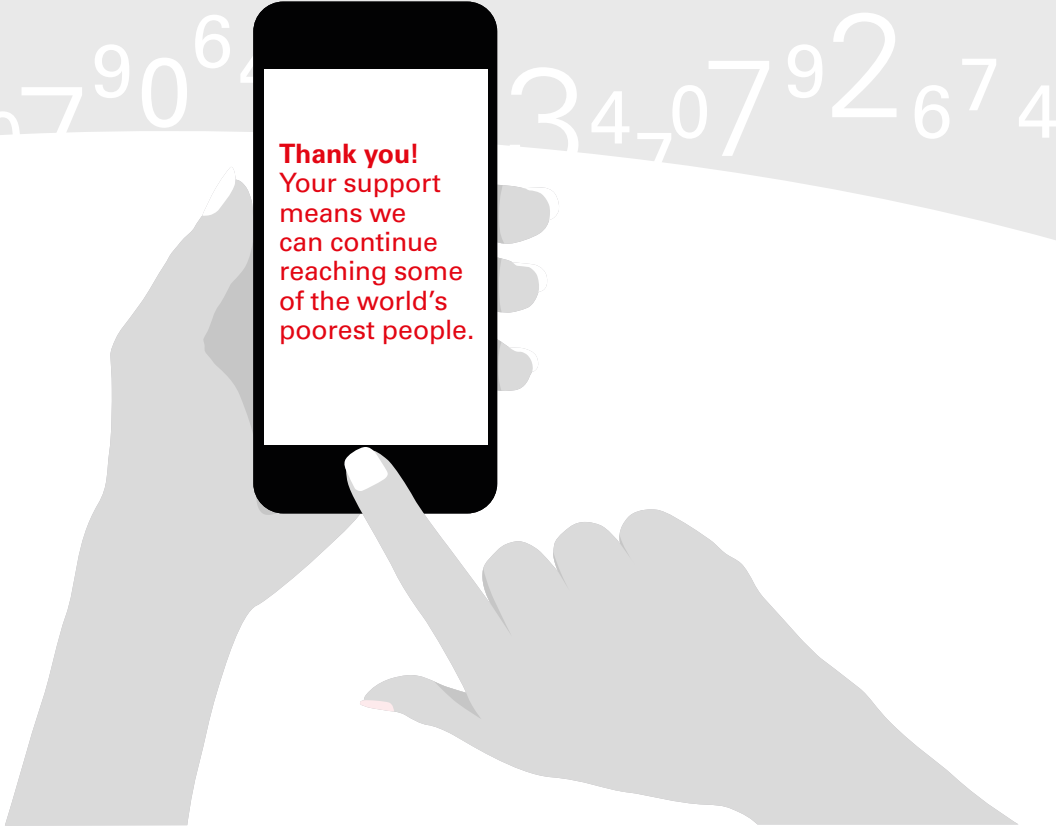
Please record contact details, what event they took part in and their agreement to be contacted (see sample on the back page). Please keep this securely, and don't keep copies of the data elsewhere. If you wish to keep your data on your computer, we have a downloadable form. We recommend that you password protect this – instructions are on the form.

- 3.  Keep supporter details securely

Anything with Christian Aid supporter contact details on should be stored securely, for example in a locked filing cabinet. This includes Gift Aid slips, campaign petition sheets and sponsorship forms before they are sent to Christian Aid, as well as your records of contact details.

- 4.  If someone tells us that they would no longer like to receive emails, calls or mail from Christian Aid, please ask them to contact us.

Ask them to get in touch with their local office or call 020 7523 2493. You will also need to stop emailing/ calling/ mailing them as well.



Thank you!
Your support means we can continue reaching some of the world's poorest people.