

PRIVACY NOTICE

The Micah Network (operating as Micah Global, "we", "us", "our") is a registered UK charity. We are fully committed to protecting your privacy and processing your personal data in a safe, fair, and transparent manner in compliance with the UK GDPR, the Data Protection Act 2018, and the Privacy and Electronic Communications Regulations (PECR).

Micah Global is the **Data Controller** for the personal information we collect about you. We are registered with the Information Commissioner's Office (ICO) under registration number ZC177239.

1. The Information We Collect

We collect and process personal data depending on how you interact with our network.

This includes:

- **Members:** Contact details (names, emails, telephone numbers), institutional affiliations, applications, and subscription details.
- **Supporters & Donors:** Names, contact details, donation amounts, payment information, and Gift Aid status.
- **Event Participants:** Contact details, billing info, and any accessibility or dietary requirements you voluntarily share.
- **Job & Volunteer Applicants:** CVs, employment histories, and interview notes.

2. How We Use Your Data & Our Lawful Bases

Under UK data protection law, we must have a "lawful basis" to process your personal data. We rely on the following conditions:

Your Relationship	What We Do With Your Data	Our Lawful Basis (UK GDPR)
Members	To manage, administer, and deliver your membership services.	Contractual Necessity
Donors & Supporters	To process financial donations, track fundraising history, and manage internal statistics.	Legitimate Interest
Gift Aid / Taxpayers	To report financial details and claim Gift Aid from HMRC.	Legal Obligation
Newsletter Subscribers	To send network updates, newsletters, and direct marketing materials by email.	Consent (You can opt out at any time)
Event Attendees	To administer registrations and coordinate logistics.	Legitimate Interest

Special Category (Sensitive) Data: If you share sensitive data with us (such as dietary needs revealing religious beliefs, or health data for event accessibility), we will only process it with your **explicit consent** or if necessary for **vital interests** or **safeguarding**.

3. How We Share Your Information

We do not sell or rent your data to third parties. We only share information when necessary to run our network operations:

- **Network Interactions:** With your explicit consent, we may facilitate contact and share your business contact details with other members inside the network to promote collaborative activities.

- **Third-Party Service Providers:** We use verified third-party cloud services and processors (such as secure database hosts, email marketing software, and payment processors) under strict written confidentiality agreements.
- **Legal Requirements:** We may disclose data if legally required by regulators, law enforcement, or HMRC (e.g., for Gift Aid audits).

4. International Data Transfers

Micah Global operates internationally. Some of our staff, volunteers, and servers are located outside the United Kingdom.

Whenever we transfer your personal data outside the UK, we ensure it receives a similar degree of protection by ensuring at least one of the following safeguards is implemented:

- The country has been deemed to provide an **adequate level of protection** by UK authorities.
- We use specific **Standard Contractual Clauses (SCCs)** or the **International Data Transfer Addendum (IDTA)** approved for use in the UK, alongside necessary risk assessments.

5. Data Security & Retention

We employ robust digital and physical security measures—including restricted access controls and strong password/encryption standards—to protect your information from unauthorised access, loss, or disclosure. We only hold your data for as long as necessary to fulfill the purposes we collected it for, including any legal, accounting, or reporting mandates:

- **Membership Records:** Retained for the duration of your active membership and safely archived/deleted thereafter in line with our retention schedule.
- **Donation & Financial Records:** Kept for a minimum of 6 years to comply with UK tax law.
- **Unsuccessful Job Applications:** Kept for 6 months following the recruitment decision.

6. Your Legal Rights

Under the UK GDPR, you have significant rights regarding your personal information:

- **Right of Access (Subject Access Request):** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** You can ask us to correct inaccurate or incomplete data.
- **Right to Erasure ("Right to be Forgotten"):** You can ask us to delete your data in certain circumstances, subject to legal overrides (like tax record keeping).
- **Right to Object:** You have an **absolute right** to object to your data being used for direct marketing or newsletter lists.

To exercise any of these rights, please contact our Data Protection Officer using the details below. We will respond to valid requests free of charge within 30 days.

7. Contact Us & Complaints

If you have any questions about this Privacy Notice, wish to update your preferences, or want to make a data request, please reach out to us:

Data Protection Officer: Aimee Clarke. **Email:** talktous@micahglobal.org

If you are unsatisfied with how we handle your personal data, you have the right to lodge a complaint at any time with the **Information Commissioner's Office (ICO)**, the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to address your concerns directly before you approach the regulator.