



THE INSTITUTE FOR ORTHODOX CHRISTIAN STUDIES, CAMBRIDGE

Formally approved by the Pan-Orthodox Episcopal Assembly for Great Britain and Ireland

Dear Member, Friend, Supporter or Student,

As you may well be aware from other organisations, the United Kingdom has brought into force the General Data Protection Regulations on 25 May 2018.

We now need your specific consent to retain personal data we hold for you. If we do not receive your consent to the retention of such details, we may be impeded from contacting you about forthcoming events and other matters of interest.

We will never use your data for any purposes unrelated to the Institute for Orthodox Christian Studies, and will not provide it to third parties, unless required by law to do so (for example, if required to justify claims to Gift Aid or other tax relief to HMRC, or if you are a member of the company or of the staff).

However, we do want to keep in contact with our members, supporters and alumni, and therefore we urge you to read the following and respond by email or post with your consent to the retention of the information we hold for you. This information consists of your name, address, email (in most cases) and telephone number (in some cases).

We are conscious of the need to keep your data secure and accessible only by authorised staff or directors for proper purposes and for the good running of IOCS. We will use this information to contact you about IOCS events and where appropriate to send you information about meetings, and to inform you of a small number of matters of related interest. Such other matters may include appeals. As noted, we will not provide your details to third parties unless legally obliged to do so, or you have given specific and separate consent.

We may also use it for fundraising in support of IOCS, and, in the case of Friends, to issue reminders about your annual subscriptions and to follow up on unpaid or overdue subscriptions unless you inform us that you have resigned.

We will hold your personal data until we are no longer required by law or unless you notify us that you withdraw your consent and require us to delete your data. If you do so notify us, we will retain only such data as is required to substantiate Gift Aid claims or other legal obligations.

If you wish to exercise your right to withdraw your consent to our retaining your data, you should email info@iocs.cam.ac.uk

As noted, we can only hold your personal information for all these purpose with your permission.

Please, therefore, provide your consent by email to info@iocs.cam.ac.uk, including your postal address, if you wish. If you do not do so we may be prevented from contacting you about our activities.

I consent to the Institute for Orthodox Christian Studies holding my personal information, in accordance with the guidelines and policy set out in the letter above.

A full Member of the Cambridge Theological Federation

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