



Equipping women, children and families  
in India to discover a brighter future.

## Friends of Calcutta Cathedral Relief Service (“the Charity”)

### Privacy Policy

Charity Commission No: 2663022  
Inland Revenue No XN33280

1. Friends of CRS will respect the privacy of the persons with which it deals, and any data it holds will be used lawfully, fairly and in a transparent way. All reasonable endeavours will be used to keep data accurate and up to date, to keep data secure and confidential, and to retain it only for so long as is necessary to serve the purposes for which it was obtained.
2. The basis on which Friends of CRS will rely for holding and processing data will be one of the following:
  - (a) Where it has a legitimate interest to do so in order to further the objectives and purposes of Friends of CRS. This basis will apply in the majority of cases.
  - (b) Where it has the consent of the person whose data is held or processed. This basis will only apply where Friends of CRS has sought and obtained consent which has been freely given for a specific purpose.
  - (c) Where there is a legal obligation to hold or process the data, for example, to enable Friends of CRS to comply with its regulatory obligations.
3. The purposes for which data will be held and processed will include the following;
  - (a) Keeping in contact with supporters and other interested persons (both individuals and organisations such as schools and churches) , and informing them of the activities of CRS in Kolkata, and of supporter groups in the UK and elsewhere
  - (b) Seeking funds for specific or general purposes of CRS
  - (c) Obtaining refunds of tax under Gift Aid
  - (d) Maintaining personal details of trustees of Friends of CRS as necessary for maintaining the banking and investment facilities of Friends of CRS and to enable Friends of CRS to fulfil its obligations to the Charity Commission.
4. Data held or processed by Friends of CRS may include names, addresses and other contact details of individuals, and their bank account details. In the case of trustees of Friends of CRS, it may include dates of birth and nationality.
5. Friends of CRS holds accounting data and related documents for six years. Lists of supporters, and the data held or processed in that connection, will be reviewed on a regular basis of not less than 12

months, and data which is no longer required will be deleted. Any other data held on individuals will be similarly reviewed.

6. The sources of data held or processed by Friends of CRS :
  - (a) Data provided directly by individuals to Friends of CRS.
  - (b) Data which is publicly available.
  - (c) Data provided by a third party to enable Friends of CRS to contact an individual or individuals.
7. Friends of CRS will respect the right of access to personal data and the right to have personal data erased.
8. No personal data on any individual which is not in the public domain will be provided by the Friends of CRS to any person or body outside the United Kingdom without the express consent of the individual concerned
9. Any of the Trustees of the Friends of CRS, who as part of their roles and duties, hold and process data on behalf of Friends of CRS, will be the responsible persons for complying with this Policy.

Adopted: 7 September 2018

Reviewed and approved: 2 October 2025