



CATHOLIC MILITARY ASSOCIATION: PRIVACY AND CONFIDENTIALITY POLICY

POLICY AIM AND PURPOSE:

1. This policy is for the Catholic Military Association of Our Lady of Victories (hereafter described as "the CMA" and "we, us and our"). It is published on the CMA website, and addresses users as "you".
2. Under Data Protection legislation we are required to respect your privacy and inform you about what information we collect about you, and what we do with that information.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

3. We collect personal information about you when you contact us by post or electronic means, such as but not limited to; email, social media posts or website sign-ups. The information we collect, if you have agreed to provide it, usually includes your name, email address(es) and social media name. It could also include your postal address, phone number(s), details of your visit to our web site or from a social media post (IP or MAC address), marketing permissions, donations and other information you choose to supply. This information is stored and processed as necessary. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

HOW WILL WE USE YOUR PERSONAL INFORMATION?

4. We collect Personal Information about you to help the charity to:
 - a. Communicate effectively with you about our products and services
 - b. Raise funds through a limited number of appeals
 - c. Share information with you about CMA events that might be of interest to you
 - d. Fulfil legal obligations including but not limited to Gift Aid or DBS checks
 - e. Provide you with help or assistance you requested, or post you items such as miraculous medals as requested
 - f. Facilitate delivery of our services to you
 - g. Send you prayer updates by WhatsApp messenger if you have signed up to our Prayer Community
5. From time to time we may process your information or pass it to a third party with whom the CMA has Data Processor Agreement in place in order to facilitate the above activities, for example to a mailing house who send out newsletters on behalf of CMA.
6. Occasionally we may pass your details on to a third party like the Bishopric of the Armed Forces, but only when we have explicitly asked your permission to do so.
7. Our website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to provide our services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a



firewall.

WHAT ABOUT MARKETING?

8. CMA will never canvass you by telephone or share your information with any external individual or organisation without your consent (unless required to fulfil a legal obligation). We would like to send you promotional information about the needs of the charity, various events and activities that the charity organises, newsletters, fundraising appeals and other marketing information, or prayer updates if requested. CMA will make every effort to use your preferred channel of communication, be it post, email, WhatsApp, Facebook Messenger or other means.

YOUR RIGHTS

9. Your rights under the [Data Protection Act 2018](#) allow you to control the information we have about you:
 - a. If you have consented to receive marketing communications, you may opt out at a later date.
 - b. If you unsubscribe, CMA will continue to hold your personal data unless you have asked for your details to be erased
 - c. You have the right at any time to stop us from contacting you for marketing purposes. If at any time you no longer wish to be contacted, please tell us by emailing admin@catholicmilitaryassociation.org.uk
 - d. You have the right to request a copy of the information that we hold about you. If you would like a copy of some, or all, of your Personal Information, please email us using the contact details above.
 - e. We want to make sure that your Personal Information is accurate and up to date and you may ask us to correct or remove information you think is inaccurate.
 - f. You may also ask us to cease to hold any or all of your Personal Information at any time.

USING OUR WEBSITE

10. **Cookies:** If you complete a form on our site you may opt in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you fill in another form. Other temporary cookies may also be used by our website.
11. **Embedded content from other websites:** Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

CHANGES TO OUR PRIVACY POLICY

12. We reserve the right to modify this privacy policy at any time. Changes and clarifications will take effect immediately upon their posting on the CMA website. If we make material changes to this



policy, we will notify you on the website that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.



POLICY APPROVAL

This policy was approved by in the General Trustee Meeting on 06/11/19.

POLICY REVIEW

The policy will be reviewed by Jan 2026.

DOCUMENT HISTORY

Version	Date Approved	Approved By	Brief Description
1.1	06/11/19	Board of Trustees	Prepared by: Annabel Osborn (Admin Volunteer), Fist Edition.
1.2	16/11/12	Board of Trustees	Prepared by: Annabel Osborn (Admin Volunteer), minor edits.
1.3	7/12/24	Capt Francis Osborn (Chair of Trustees)	Prepared by: Francis Osborn (Chair of Trustees), minor formatting edits.