## **Rudford Retreats**

## 'Allowing ourselves space for God'

On the third Thursday of the month: April – November 2024.

1000 – 1500.

A rhythm of scripture, prayer and quietness in fellowship with others.

## **Booking form:**

Name
Email
Postal address
Contact phone number
Dates of retreats to book
Any special requirements : dietary / access etc

## **Consent to contact you**

Rudford Retreats only uses your personal information in the administration of the retreats; our privacy notice is appended on the next page.

We would like to inform you from time to time of future retreats at Rudford, usually by email.

I am happy to be contacted by email in connection with future Rudford	YES or NO.
retreats and quiet days. Please delete as applicable. Thank you.	YES OF INO.

Please complete and return this from to <a href="mailto:rudfordretreats@gmail.com">rudfordretreats@gmail.com</a>

United Benefice of Highnam, Tibberton with Rudford, and Taynton and Minsterworth Parish.

**Rudford Retreats** 

**Data Privacy Notice** 

Rudford Retreats needs to keep some basic personal information about you in order to administer your booking and communicate with you. The Benefice of Highnam, Tibberton with Rudford, and Taynton. (as the Data Controller, Data Protection Act 1998, General Data Protection Regulation 2018) is responsible for the information it holds about you and takes this responsibility seriously, taking necessary measures to

ensure that any personal information is used correctly and safely.

What

Rudford Retreats will keep a record of your name, contact details and email correspondence in connection

with your booking and attendance at a Rudford retreat.

How we use your personal data

Rudford Retreats will use your personal information to advise you about retreats you have requested to

attend and to keep you informed of forthcoming Rudford Retreats and similar events.

Personal data and contact information that we hold in relation to you will not be shared with third parties

without your permission.

Where

Electronic records and communication are stored on a computer with an up-to-date anti-viral program and

are password protected.

**Duration** 

All records relating to your attendance will be kept for two years after your last attendance at a retreat.

**Your rights under the Data Protection Act** 

**Access to your information**: You have the right to request a copy of the information we hold about you.

If you would like a copy of some or all of your personal information, please contact Rudford Retreats.

Withdrawing consent: You can withdraw or change your consent at any time by contacting Rudford

Retreats.

How to contact us

If you have any questions about this Data Privacy summary or have a concern about how your data has

been used, please contact us in one of the following ways:

By email: rudfordretreats@gmail.com

By telephone: 07891 577774