

## LANGHAM PARTNERSHIP SCHOLARS' PROGRAMME DATA PRIVACY POLICY

This Data Privacy Policy applies to the Langham Partnership Scholars' Programme. This Privacy Policy describes how the Langham Partnership Scholars' Programme (hereafter referred to as the "Scholars' Programme") collects and uses the personal information you provide. It also describes the choices available to you regarding the use of, your access to, and how to update and correct your personal information.

The Scholars' Programme recognises that your privacy is important and is committed to complying with Data Protection law and the rights of individuals under it. It is also committed to complying with the principles of the General Data Protection Regulation (GDPR) 2018, as set out below. It is recognised that this relates to all personal data, whether held on paper, on computer or other media.

- Personal data shall be processed lawfully, fairly and in a transparent manner.
- Personal data shall be collected for specified, explicit and legitimate purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
- Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are used.
- Personal data shall be accurate and, where necessary, kept up-to-date. Personal data that is found to be inaccurate shall be deleted or corrected without delay. All personal data shall be periodically checked to make sure that it remains up-to-date and relevant.
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose and it is securely deleted when it is no longer required.
- Personal data shall be processed in line with the rights of the data subject.
- Personal data storage shall be safe and secure. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to other countries without adequate protection.

The following outlines the information gathering and dissemination practices within the Scholars' Programme.

### Information We Receive and How It Is Used

The Scholars' Programme holds and processes personal data about individuals for the purpose of general administration and communication.

All personal information obtained by the Scholars' Programme about applicants is information supplied voluntarily by that visitor. During the online application process, the applicant is required to provide certain categories of information, such as name, address, email address, phone number, date of birth, gender, and country of citizenship. In addition, they may choose to provide other categories of information, such as career objectives, hobbies, prayer requests and other interests. The Scholars' Programme encourages Scholars and Graduates to provide all fields of information to maximise the effectiveness of the programme.

Langham Scholars and Graduates may update personal information at any time by logging into the online Scholar Portal and entering the account name and password associated with their profile. To protect the security and integrity of their personal information, all new profile identities will be verified before access is provided. It is the responsibility of the Scholar or Graduate to make all necessary changes in their profile and to ensure their profiles are updated regularly.

Langham Scholars and Graduates should be aware that other data will be requested at times for specific purposes e.g. financial information for scholarship payments or reimbursements, passport details for flights to be booked, etc. At other times, general information may be requested to assist in the ongoing scholar care provided.

The Scholars' Programme is committed to safeguarding users' privacy on the Langham Partnership website. Standards and procedures are followed to protect the personal information submitted, both during transmission and once it is received. There are also security measures in place to protect against the loss, misuse and alteration of all user information under Langham Partnership's control.

### **Information Sharing & Email Preferences**

The Scholars' Programme understands the importance of protecting personally-identifiable information. We will not share, sell, rent or otherwise transfer any information without the user's permission, and then, only in accordance with the terms set forth in this Privacy Policy. We reserve the right to utilize aggregated demographic data and related profile information with our marketing and other associated teams to further the programmes within Langham Partnership.

The Scholars' Programme may periodically use contact information in order to send emails regarding updates within Langham Partnership.

All staff members involved with the Scholars' Programme have been trained on the safe transmission of sensitive data and appropriate technology is provided for them to use for encryption purposes, if required.

### **Collection of Passive Information**

As is true of most websites, certain information is gathered automatically. This information may include Internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and/or clickstream data.

We use cookies or similar technologies to analyse trends, administer the Langham Partnership website, track users' movements around the website, and to gather demographic information about our user base as a whole. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on this website or service.

We may share statistical and demographic information about our website's visitors with our marketing partners. This information is only provided in an aggregate format; meaning that the information is about our website's visitors as a group and not about individually-identifiable visitors.

### **Social Media Features**

The Langham Partnership website includes social media features, such as the Facebook and Twitter buttons. These features may collect your IP address, page visitation on the site, and may set a cookie to enable the feature to function properly. Social media features are either hosted by a third party or hosted directly on the Langham Partnership site. Your interactions with these features are governed by the privacy policy of the company providing them.

### **Notification of Changes**

If we intend to use your personally identifiable information in a manner different from that stated at the time of collection, you will be notified by email prior to the effective change and you may decide whether or not your information may be used in this manner. In addition, if significant changes are made to this Privacy Policy that do not affect user information already stored in the Langham Partnership database, a prominent notice will be posted on the Langham Partnership website notifying users of this change. In cases when notices of changes are posted, we will also email users who have opted to receive communications from us, notifying them of the changes to our privacy practices.

### **Testimonials**

Testimonials posted on the Langham Partnership website are provided voluntarily and do not contain individually-identifiable information beyond the user's first name, last initial, and photograph. Each Scholar or Graduate is made aware of the purpose of their supplied testimonial. Users are under no obligation to participate, and their consent is obtained prior to posting this information.

### **Deleting Data**

All personal data will be kept in the Langham Partnership system while you are in the Scholars' Programme and during your home-country commitment. As long as you have fulfilled the terms of your Langham scholarship, including all financial obligations, and on completion of your home-country commitment, if you would like your data to be purged from the system, please feel free to submit a request via: [scholaradmin@langham.org](mailto:scholaradmin@langham.org).

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Langham Partnership Scholars' Programme has adopted privacy principles that state our commitment and define policy on safeguarding visitor and user privacy when conducting business. Questions regarding this Privacy Policy statement, the practices of the Langham Partnership website, or dealings with the Langham Partnership Scholars' Programme should be directed to the following email address: [scholaradmin@langham.org](mailto:scholaradmin@langham.org).