

# DATA PRIVACY NOTICE

The King's Church, Arnold

May 2018



## 1. Your personal data – what is it?

Personal data is information that can be used to identify an individual (e.g. first name, last name, date of birth) and information about that individual (e.g. car registration number, medical information, interests). The processing of personal data of living individuals is governed by the General Data Protection Regulation (GDPR).

## 2. How do we process your personal data?

The King's Church complies with its obligations under "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: -

- To maintain our list of church members and partners and regular attenders;
- To provide pastoral support for members and others connected with our church
- To recruit, support and manage staff and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at King's and associated groups;
- To provide services to the community including [Toddler Group, KMAC];
- To keep attendance logs for our activities with children and young people.
- To safeguard children, young people and adults at risk;
- To administer trips and activities outside of the church.
- To respond effectively to enquirers and handle any complaints

## 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about church events.
- Employees data is processed to fulfil the employment contract, including paying salaries, NI, Tax and pension contributions
- There is a legal obligation to process your gift aid donations and or social protection law.

## 5. Sharing your personal data

Your personal data will be treated as confidential and will only be shared with other members of the leadership and ministry team in order to carry out a service to other church members or for purposes connected with the church. Your contact details, with your consent, will be shared via our Contact List (via ChurchSuite).

## 6. How long do we keep your personal data?

Attendee contact details	kept while you are part of the church.
Gift aid declarations and associated paperwork	6 years from the end of the accounting period they relate to.
Employment records (incl. payroll)	kept for 6 years after employment ends.
KMAC	(see KMAC privacy policy)
Choir/Craft	kept while you are part of the group
Medical records (children/young people)	kept while you are part of the kids work. Kept for the duration of the trip.
Toddlers data	(see Toddlers privacy policy)

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which The King's Church, Arnold holds about you;
- The right to request that The King's Church, Arnold corrects any personal data
- The right to request your personal data is erased if there is no reason to retain it;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to complain to the Information Commissioner's Office if you have concerns about the way your data is processed

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Mark Hopkins 07530559249, [mark@thekingschurcharnold.org.uk](mailto:mark@thekingschurcharnold.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.