

## **Privacy Policy**

This Privacy Policy sets out how King's Church processes and protects personal information.

We will look after any personal information that you share with us. This is a large part of our values as an organisation. We want everyone who supports us or interacts with us to feel confident about how any personal information that they share will be looked after or used.

King's Church, Darlington is a company limited by guarantee, registered in England and Wales, number 5670530 and a registered charity, number 1113455.

### **Your acceptance of our Privacy Policy**

This policy is effective from 25<sup>th</sup> May 2018. Your continued use and interaction with King's Church means that you are happy for us to use your personal information as described in this policy.

### **What data is covered by this policy?**

This policy covers information about or linked to a natural person (personal information). The personal information we collect might include, but is not limited to your contact details, such as name, postal address, email address, telephone number and IP address. It will also include any information you provide in any correspondence between us. It may also include some financial and/or faith information.

### **Why does King's Church collect personal information?**

We aim to communicate meaningful information with our members by post, email, text and telephone. Our communications may include news about our progress and ways our members can help us accomplish our legitimate business interests. We will only use personal information in the ways we need, to and that is expected, to legitimately carry out our business. We will only use your personal information if you have authorised us to do so. We will make it simple for you to tell us how you want us to communicate with you, including how to opt out from future communications, and we will deal with your request as soon as possible. We will make it easy for you to contact us to answer any questions about privacy or our data protection policy; and details of how to contact us are contained within this policy.

## When does King's Church collect personal information?

We may collect personal information during your interaction with us, when you correspond with us by telephone, e-mail, post or respond to a text.

We collect information about you when you complete a response card at one of our services or events, join one of your community groups, sign up to our mailing system or contact us via our website.

## Does King's Church share personal information with others?

We will not sell, distribute, or lease your personal information to anyone. However, if we have your permission, are legally permitted, or required by law to do so we may share it with third parties. We will not release your information to other organisations for marketing purposes. The personal information we collect about you may be looked at by staff and volunteers on a 'need-to-know' basis, so that we can best recognise how to help you and deliver services to you.

## Lawful basis for processing personal data

The lawful basis for King's Church processing personal data are set out below –

**Consent:** the individual has given clear consent for us to process their personal data for a specific purpose;

**Contract:** the processing is necessary for a contract we have with an individual, or because they have asked us to take specific steps before entering into a contract;

**Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations);

**Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law;

**Legitimate interest:** the processing is necessary for our legitimate interests or the legitimate interest of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

## What are your personal information rights?

*Contact King's Church:* If you have any questions or concerns about this policy or wish to exercise your rights, please contact us by email at [admin@kingschurchdarlington.org](mailto:admin@kingschurchdarlington.org) or post King's Church, The King's Centre, Whessoe Road, Darlington, DL3 0QT or by calling 01325 469884.

*Complaints:* We aim to respond to you within 30 days from receipt of your correspondence related to privacy matters. However, you have the right to contact

the data protection supervisory authority to lodge a complaint with the UK Information Commissioner's Office online at <https://ico.org.uk/concerns/handling/>

**Access:** You have the right to ask us at any time to provide you details of the personal information we hold about you.

**Correction:** You have the right to ask us to correct our records if you believe they contain incorrect or incomplete information about you.

**Erasure:** You have the right to delete, or request the deletion of, without undue delay, the personal information we hold on you.

## **Security**

We take the security of your personal information extremely seriously and are committed to ensuring personal information is secure. We have put security measures in place to protect the loss, misuse, destruction and alteration of personal information under our control. Unfortunately, the transmission of data across the internet is not completely secure, although we employ encrypted storage and transmission where available. Whilst we will always do our best to try to protect the security of your information, we cannot ensure or guarantee that loss, misuse or alteration of data will not occur whilst data is being transferred. We also put administrative procedures in place to, for example, only allow authorised personnel to access systems containing personal information.

## **Data Retention and Storage**

**Data Retention:** We will keep personal information only for as long as we need it to maintain our relationship with you, provide you with the services or information you requested, to comply with the law and to ensure that we do not communicate with individuals that asked us not to. When we no longer need the information, we will dispose of it securely. For details of our Data Retention Policy please see our website – [www.kingschurchdarlington.org](http://www.kingschurchdarlington.org)

**Data Storage:** Personal information is stored by us on computers located in the UK. We also store information in paper files which are securely locked away.

## **Changes to our Privacy Policy**

Our Privacy Policy is reviewed regularly to ensure that it reflects the most up-to-date legislation and to evaluate how information is used. We will notify you of any changes that result from updating this policy, so please check our website to see if there have been changes which may affect you. This Privacy Policy was last updated on 18/02/2020.