

**KING'S LYNN CHRISTIAN FELLOWSHIP
ALSO KNOWN AS THE KING'S CENTRE**

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data is any information that can be used to identify who you are or where you live. This includes your name, address, telephone number, email address and date of birth. The trustees are committed to maintaining the trust and confidence of visitors (including to our website), our members and regular attenders. We want you to know that your details will not be passed on to any other organisation without your consent. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The trustees of King's Lynn Christian Fellowship jointly adopt the role of Data Controller and decide how your personal data is processed and for what purposes.

As part of the membership process we collect personal information. We use that information for several reasons: to tell you about events at church, to provide regular prayer updates, to give you information you have asked for, to contact you if we need to, to check our records are correct and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our members information. For more information, please see <https://www.intuit.com/privacy/statement/>. You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing our Data Processing Officer at office@kingscentre.church.

3. How do we process your personal data?

As an organisation we comply with the obligations under the 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.

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

It is so that we can keep you informed about church news, events, activities and services, and process Gift Aid donations and other payments.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members or regular attenders of the church in order to carry out a service to church members or regular attenders,

or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent, unless legally required to do so.

6. How long do we keep your personal data?

We will keep your personal data for as long as you are a member or regular attender of The King's Centre. Unless there are reasons beyond your control, if you have not attended a church meeting for a period of six months, we will remove your personal data. If you were a member, we will assume your membership has lapsed.

Gift Aid declarations will be retained for as long as required.

7. CCTV

CCTV is in operation at The King's Centre for the purpose of prevention, identification, reduction of crime and in order to provide a safe and secure environment.

Recordings are retained in a secure church office, normally for no longer than 28 days.

Our CCTV Policy is available on our website or via The Church Office.

8. 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 Centre holds about you;
- The right to request that The King's Centre corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for the King's Centre to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

9. 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. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, or in the case of queries or complaints, please in the first instance contact the King's Centre Office.