

# Data Protection

at The King's Church, Wisbech

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Information about what personal data we collect and how we use it



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THE KING'S CHURCH, WISBECH

This Privacy Notice explains what to expect when The King's Church, Wisbech collects and uses your personal information. Please read it carefully. A full version of our Privacy and Data Protection Policy is available upon request and on our website.

If you would like to learn more about our Privacy and Data Protection Policy, get further clarification or to exercise one of your rights as listed below, please contact us:

**Address:** *Data Protection Lead, The King's Church, 10A-14 South Brink, Wisbech, PE13 1JQ.*

**Phone:** *01945 467413*

**Email:** *gdpr@kingswisbech.org.uk*

## **General policy statement**

The King's Church, Wisbech is committed to respecting your privacy and ensuring the personal information you have entrusted to us is processed in accordance with the Data Protection Act (DPA) 1998 and General Data Protection Legislation (GDPR) 2018.

## **How we collect personal information**

*We collect personal information directly from you*

- at church events when you fill out a registration form or 'Hello' card
- sign up as a volunteer
- when you register or buy tickets for an event or course
- if you have decided to join our prayer chain
- when you make a donation, or decide to use 'Gift Aid'

*We collect personal information electronically*

- if you register for an account on our website [www.kingswisbech.org.uk](http://www.kingswisbech.org.uk)
- if you respond to an online survey or sign up form
- when you register or buy tickets for an event or course
- if you have decided to join our prayer chain
- when you make a donation, or decide to use 'Gift Aid'

## **The personal information we collect**

- Personal identifiers such as your title, name and year of birth (to verify that you are 18 years or over and also to take greater care when engaging with children and vulnerable adults).

- Contact details including postal address, postcode, email and telephone number.
- Financial information such as your bank details (if you are making a donation or purchasing a ticket).
- Whether you are a UK taxpayer (for Gift Aid purposes).
- Attendance at various services, groups or events and courses (to aid with mutual care and follow-up).

### **Special category data**

Special category data includes things like race, trade union membership, or political affiliation, as well as religious belief.

As the information the church holds falls into the 'Special Category' this means we need to ask for explicit consent from Data Subjects (you) to store, share and use your data.

#### *Children under 13*

Explicit permission will be sought from parents or legal guardians of children under 13 years of age for their personal details to be held and processed on our bespoke church management software, Churchinsight.

When the child reaches 13 they themselves will be asked to give their own permission, as well as allowing us to keep holding the older data.

We will never contact children directly. If we do need to make contact we will do so through their parent or guardian.

#### *Vulnerable Adults*

If a vulnerable adult has a personal carer, Power of Attorney or next of kin, explicit permission will be sought from them for us to store, share and use their data.

### **Why we collect your personal information**

We collect your personal information:

- For the smooth running and administration of our organisation.
- To keep you informed about our church's events and activities.
- To keep volunteers informed of their tasks, rota reminders etc.
- To encourage you on your spiritual journey.
- To process donations.
- To reclaim tax on Gift Aid donations, if applicable.
- To fundraise more effectively.

- To provide a useful resource in the form of an online directory of users.
- To provide an interactive web site where email is used to communicate with the users.
- To provide a security mechanism on our web site whereby we can restrict content to certain groups of users.
- To help us to improve the service we offer.

## **Your rights and choices**

GDPR gives you the right to:

- Be informed as to how your data is going to be stored, used and secured.
- Request in writing and securely obtain copies of the personal information The King's Church, Wisbech holds about you.
- Correct or update your personal information held by us at any time.
- Object to the use of your personal information for certain things (eg. Emailing you about a forthcoming course or event, but you may wish to still receive the emailed newsletter).
- Request The King's Church, Wisbech to stop using your personal information at any time.
- Lodge a complaint with the Information Commissioner's Office about how we manage your data.

## **Who we share your information with**

We are absolutely committed to protecting your privacy. Our policy can be summarised in one sentence: ***we will not share your information with others without your consent.***

*Our data processors:*

HMRC – If you are claiming Gift Aid, we are legally required to share your Gift Aid information with HMRC.

Endis Limited (of which Churchinsight is part) - This is the company we use to host our website and to run our church management software which includes our email mailing-lists. Their system is extremely secure and our site also has SSL encryption.

LCN.com Limited– we use this company to host our church email system so email addresses will be stored here as well as received and sent email. This is a lot safer and more secure than using domestic email and is encrypted with TLS encryption.