



March 2022

Kings Church – Data protection policy

Who we are:

We are Kings Church

We are registered as a charity, KC Heathfield Ltd, and our registered charity number is 1096726

We are registered with the Information Commissioner's Office -registration number: Z1645539

To contact us about privacy issues email office@kcheathfield.org.uk or write to:

Kings Church
State Hall
Station Rd
Heathfield
East Sussex
TN21 8LD

What we do with your information:

This depends on how you interact with us.

Church & congregation members:

We use your personal details for administration - managing small groups, church events, reclaiming gift aid contributions, and so on. We will retain your details for the duration of your membership.

The elders keep notes on ongoing pastoral issues, and they don't share those notes with anyone unless required to by law.

We will only share data with other companies who are GDPR compliant.. If you have explicitly consented, then we will add your contact details to the church directory which is available to other members of the congregation.

Youth & Kids' workers:

We use your personal details for safeguarding. In addition to your contact details we retain copies of your DBS (previously CRB) check results, application references where applicable, and which sessions you worked at. We don't share this information with anyone without your permission unless we're required to by law, and we keep it indefinitely in order to defend any future legal claims.

Youth & Children:

Again, we use your personal details for safeguarding. We record your parents' consent for you to attend, their contact details, and your allergies. We record which sessions you attended. We don't share this information with anyone unless required

to by law, and we keep this information indefinitely in order to defend against future legal claims.

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Your rights:

Under the General Data Protection Regulations you have the right to request certain actions be taken with your information. You have the right to request the information we hold be corrected if it's wrong. You have the right to request a copy of the information we hold on you. You have the right to request that we erase or cease processing your information for most of the data we hold.

To exercise any of these rights, you need to contact us using the details above. If you're unhappy with our response to your request, the GDPR gives you the right to complain to the supervisory authority, which as we're in the UK is the Information Commissioner's Office.

Their contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF