

Kingdom Life Manchester (CHURCH)

Privacy Policy

Introduction

Kingdom Life Manchester (“we,” “our,” “us”) is committed to protecting your personal data and respecting your privacy. This privacy policy explains how we collect, use, and protect your information in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

For any questions about this policy or your personal data, please contact us using the details below.

Who We Are

- **Data Controller:** Kingdom Life Manchester
 - **Contact Address:** Chorlton Road, Manchester, M16 7WQ
 - **Contact Email:** admin@kingdom-life.co.uk
 - **Contact Phone:** TBC
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What Data We Collect

We may collect, store, and use the following categories of personal data:

- **Contact Information:** Name, address, phone number, and email address.
 - **Demographic Information:** Date of birth, gender, marital status, and family details.
 - **Attendance and Membership:** Records of attendance at events, services, and groups.
 - **Pastoral Care:** Notes relevant to pastoral support.
 - **Financial Information:** Records of donations, gift aid declarations, and payment details.
 - **Media:** Photos or videos taken during church events (used with consent).
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How We Use Your Data

We use your data for the following purposes:

1. To communicate with you about church events, activities, and updates.
2. To provide pastoral care and support.
3. To manage church partnership and attendance records.

4. To process financial donations, including Gift Aid claims.
 5. To comply with legal obligations (e.g., financial reporting).
 6. To maintain historical records for church archives.
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Legal Basis for Processing

We process your data under the following lawful bases:

- **Consent:** For activities such as sending newsletters or taking photos/videos.
 - **Legitimate Interests:** For day-to-day church activities, including pastoral care.
 - **Legal Obligation:** For financial reporting and compliance with UK law.
 - **Contract:** For fulfilling obligations related to church employment or volunteering.
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Who We Share Your Data With

We do not sell or share your data with third parties for marketing purposes. We may share your data with:

- HM Revenue & Customs (for Gift Aid purposes).
 - Service providers, such as cloud storage or IT support providers, who help us manage data securely.
 - Other churches within our network for collaborative events (with your consent).
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Data Retention

We keep your data only for as long as necessary for the purposes outlined in this policy. For example:

- **Partnership records:** Retained while you are a member of Kingdom Life Manchester.
 - **Financial records:** Retained for six years in compliance with legal requirements.
 - **Pastoral notes:** Retained as long as relevant to ongoing pastoral care.
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How We Protect Your Data

We use appropriate technical and organizational measures to protect your personal data, including:

- Secure password-protected systems.
- Restricting access to personal data to authorized personnel.
- Regular data protection training for staff and volunteers.

Your Rights

Under the UK GDPR, you have the following rights regarding your personal data:

1. **Right to Access:** Request access to the personal data we hold about you.
2. **Right to Rectification:** Correct any inaccurate or incomplete data.
3. **Right to Erasure:** Request deletion of your data, subject to legal obligations.
4. **Right to Restrict Processing:** Limit how we use your data.
5. **Right to Data Portability:** Receive your data in a portable format.
6. **Right to Object:** Object to how we process your data, including for direct marketing.
7. **Right to Lodge a Complaint:** If you have concerns, you can contact the ICO at www.ico.org.uk.

Consent and Marketing Communications

We will only contact you with newsletters, updates, or event information if you have explicitly consented. You can withdraw your consent at any time by contacting us.

Policy Updates

This policy is reviewed regularly and may be updated from time to time. The latest version will always be available on our website or at the church office.

Contact Us

If you have any questions or concerns about this privacy policy or how your data is handled, please contact us:

- **Email:** admin@kingdom-life.co.uk
- **Phone:** TBC
- **Address:** Chorlton Road, Manchester, M16 7WQ

Last Updated: December 2024