



Data Privacy Notice

INTRODUCTION

King's Community Church is committed to protecting the personal data you have entrusted to us. This Privacy Notice explains our data processing practices and your options about the ways your personal data is used.

WHO IS KING'S COMMUNITY CHURCH?

King's Church Centre Norwich (KCCN), known as "King's Community Church" and also as "King's", is a Church which serves the community with a variety of activities. The contact for personal data is King's Community Church, King Street, Norwich, NR1 1PH. United Kingdom, or email data@kings-norwich.com.

WHAT PERSONAL DATA DO WE COLLECT?

Visitors

We may collect personal data when you visit us, use our website, make an inquiry or communicate with us.

Information about your use of our online content and emails, such as how you came to our website, which pages you visit, how long you remain on a page or view a video, and whether you opened an email or clicked a link. To collect this data, we use cookies and other tracking technologies – we explain more about this in our cookie policy which is available upon request.

Information provided when you communicate with us by phone, email, webform or in person, including records of your contact, your email address or other contact information, and other information about the reasons for the communication.

Marketing preferences, such as whether you have agreed to receive marketing information or newsletters about our services or whether you have opted out, and the types of services that may interest you.

CCTV is active within The King's Centre.

Members and regular attendees of King's Community Church

We may also collect additional personal data when you attend King's Community Church.

Identification information, such as name, email address, phone numbers
For members we may hold religious belief information that you supply (which is deemed to be "special category" information under the current data protection legislation).

We may hold health information (which is deemed to be "special category" information under the current data protection legislation) that you supply about you or your children.

Attendees of King's Care

We may also collect additional personal data when you attend King's Care.

Contact information, and attendance information.

Health information that you supply (which is deemed to be "special category" information under the current data protection legislation).

Attendees of King's Babies and Toddlers

We may also collect additional personal data when you attend King's Toddlers.

Contact information, health information that you supply (which is deemed to be "special category" information under the current data protection legislation) and attendance information of those who attend

Volunteers

We will also collect additional personal data about volunteers to ensure that suitable provision is made for any additional needs and to comply with our Community Volunteer Policy.

Special Category Data – Criminal Convictions

In addition to the special category data mentioned above (i.e. health information that you supply to us and religious belief data that you supply to us), we also process criminal activity data in the following circumstances. Certain roles for staff and volunteers require DBS checks and, in the process, our safeguarding team may collect special category data on criminal convictions. This information is limited to those who need to know it and is obtained with consent. We also have specific arrangements in the event that a person on the sex offender register visits the church. This is used for the protection of both the person and the church and, in the event of it being required, the use and knowledge of the contract is limited.

King's Money Advice Clients

This service is not running at the moment. The contact and financial details supplied by former clients of the service will be retained for the statutory period required by law.

HOW DO WE USE PERSONAL DATA?

Using personal data to provide our services

We use personal data where it is necessary to provide the services you request.

We use personal data to communicate with you.

Using personal data for our legitimate interests

We use personal data for our legitimate interests. When we do, we make sure we understand and work to minimise its privacy impact. For example, we limit the data to what is necessary and control access to the data.

To communicate with regular attenders and members information regarding church events and news, and any related information.

To carry out church activities e.g. the sending of rotas and contact within life groups.

To communicate with you regarding any events or activities you have signed up to.

Using personal data with your consent

We may use personal data with your consent.

Video/images/audio or text relating to religious activity (which is deemed to be "special category" data" under the current data protection legislation).

Marketing information you have opted in to receive

Using personal data where required by law

We use personal data to comply with the requirements of law and as required in other exceptional circumstances.

Under specific circumstances, we may be required by law to provide personal data to law enforcement agencies e.g. CCTV footage.

Safeguarding investigations.

HOW LONG DO WE KEEP PERSONAL DATA?

We will retain your data while the reason for holding it is valid. For safeguarding reasons, a very small amount of personal data obtained for specific purposes is retained indefinitely and review of this data is strictly limited.

HOW IS PERSONAL DATA SHARED?

Your personal information may be shared with and processed by third parties only in the circumstances below.

Your information may be disclosed when we believe in good faith that the disclosure is:

- o required by law;
- o to protect the safety of our employees, the public or King's property;
- o required to comply with a judicial proceeding, court order or legal process;
- or
- o for the prevention or detection of crime (including fraud).

We work with service providers who have access to personal data when they provide us with services, like technical infrastructure, web and app development, and marketing, analytics and survey tools. We impose strict restrictions on how service providers store, use and share data on our behalf.

King's Care attenders - we may share your data with other agencies for your well-being and benefit.

INTERNATIONAL TRANSFERS

We do not generally share any personal data internationally. The only exception is that King's maintains strong links with charities and churches in other countries and, occasionally, King's members volunteer to be part of an authorised King's ministry trip to visit these churches/charities. In those situations, contact data may be shared (with consent) with the appropriate parties.

HOW WE PROTECT YOUR PERSONAL DATA

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, volunteers, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of other websites you visit.

KEEPING YOUR DATA UP TO DATE

We always try to ensure the data we hold is accurate and up to date. Please advise us if you change any details, such as your address, contact number, etc. so that we may update our records accordingly.

AUTOMATED DECISION MAKING AND PROFILING

We do not use any form of automatic decision-making or profiling.

YOUR RIGHTS AND CHOICES

You have the following rights in accordance with your Personal Data and all such requests should be made to in writing to King's Community Church or email data@kings-norwich.com:

- Your right to be informed
- Your right to access

Your right to rectification
Your right to erasure
Your right to restrict processing
Your right for data portability
Your right to object

WILL I HAVE TO PAY A FEE?

You will not be expected to pay a fee to obtain your personal data unless we consider that your request for access to data is unfounded or excessive. In these circumstances we may charge you a reasonable fee or refuse to comply with your request.

CONFIRMATION OF IDENTITY

Whenever we receive a request for access to personal data, we always, as a matter of policy, confirm the identity of the person making the request to ensure that we are releasing personal data to the correct person.

RIGHT TO WITHDRAW YOUR CONSENT

If we have asked for your written consent to obtain information, you have the right to withdraw your consent at any time. The request should be made in writing to King's Community Church or email data@kings-norwich.com. Once we receive your notice of withdrawal, we will cease processing your data unless we have any other lawful basis on which to continue processing that data.

IMPORTANT INFORMATION ABOUT THIS PRIVACY NOTICE

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

HOW TO MAKE A COMPLAINT

To exercise all relevant rights, queries or complaints, please write to King's Community Church King Street NR1 1PH United Kingdom or email data@kings-norwich.com. If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the: [Information Commissioners Office](#) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

Last updated 24th January 2022 by the GDPR team.