



# Data Privacy Policy

Version 1

**This is the Data Privacy Policy of The King's Church Ringwood**

**Adopted by the Trustee on: 02/09/2020**

**The King's Church Ringwood Policy Reference: KCP 021**

**Review date: 02/09/2022**

To be reviewed every two years or sooner in the light of new recommendations

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## **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

## **2. Who are we?**

Kings Church Ringwood is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

## **3. How do we process your personal data?**

Kings Church Ringwood complies with its 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. We use your personal data for the following purposes: –

- To enable us to provide a voluntary service for the benefit of the public
- To administer records of Kings Church Ringwood Teams and Team Members
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform interested parties of news, events and activities

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

- Explicit consent for Kings Church Ringwood to hold of the data so that we can keep people informed about news, events, activities and services and process your gift aid donations
- Processing is necessary for carrying out obligations under employment, social security or social protection law
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
  - the data processing relates only to contacts or former contacts of the Kings Church Ringwood (or those who have regular contact with it in connection with those purposes); and

- there is no disclosure to a third party without consent.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and may only be shared with Kings Church Ringwood for purposes connected to Kings Church Ringwood. We will only share your data with third parties with your consent.

## **6. How long do we keep your personal data?**

We will keep your records until you choose to unsubscribe unless there is a legal requirement to hold them. Specifically, we retain employment data, Trustee data and Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

## **7. 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 Kings Church Ringwood holds about you
- The right to request that Kings Church Ringwood corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for Kings Church Ringwood to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office

## **8. 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.

## 9. Contact Details

To exercise all relevant rights, queries or complaints please contact  
[admin@kingschurchringwood.co.uk](mailto:admin@kingschurchringwood.co.uk).

If it has not been possible to resolve a problem or if an issue has not been dealt with in a timely manner you are welcome to contact the Information Commissioners Office on 0303 123 1113 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

List of The King's Church Ringwood Policies relating to GDPR

KCP008 Data Protection policy

KCP009 Data Retention policy

KCP010 Information Security policy

KCP011 Privacy Notice

KCP012 Data Breach policy

KCP013 Data Protection Complaints Process

KCP014 Kings Church Data Breach Reporting

KCP015 ICO personal-data-breach-report-form-web-20190124

KCP016 Kings Church Data Privacy Policy