

PRIVACY POLICY

This policy explains what information King's Church High Wycombe collects about you and how that information is stored and used.

Topics:

1. [What information do we collect about you and how will we use it?](#)
2. [Where will we store your data and who has access?](#)
3. [What third parties do we share data with?](#)
4. [How long do we retain your data for?](#)
5. [Communication with you](#)
6. [Access to your information, portability and correction](#)
7. [Cookies](#)
8. [Other websites](#)
9. [Changes to our privacy policy](#)
10. [Destruction of data](#)
11. [How to contact us](#)

1. What information do we collect about you and how will we use it?

When you complete a 'Get Connected Form' you are asked to supply your name and contact details, which we process on our database. By signing up to a small group, your details are automatically added to your record on our database. We also keep a record of any serving teams you are on and will collect information for surveys and events. All of this is collected with your consent and is used in order to stay in touch and help manage your involvement and serving in the church.

Should you complete a Gift Aid declaration we collect your address to submit to HMRC as is legally required.

From time to time we may take photographs of church events, or record audio of testimonies, and these could be for marketing purposes or for supplying an individual with a record of a significant event, ie baptism etc. We will advise you when and where these are being taken so you can choose whether to appear in them or not. We will also ask for your permission before publishing these.

For the legitimate purpose of site security we have CCTV set up around the building and this data is only reviewed if an issue occurs.

We use cookies on our website, which collect data for managing our usage of the site, and you have the option to turn these off. For further details see our cookie statement below.

Should you choose to work with children, we will need to collect data for a DBS check.

Parents are asked to supply medical information about children who attend groups or events at Kings, and this is by consent. This information is made available to the children's leaders.

2. Where will we store your data and who has access?

For the most part, data is stored on our database, iKnow which is held on a secure cloud and is accessible only to staff members and trusted individuals' at King's. All personal data is treated as strictly confidential and shall not be shared beyond those who need it to perform their duties.

In some small groups and serving teams, it may be necessary to share contact details to facilitate communication, and this will be done with your consent.

Email addresses may also be stored on email accounts and, on occasions, phone numbers may be stored on phones. All portable devices are encrypted and have appropriate firewalls.

3. What third parties do we share data with?

We will not share your details to any third party, other than those listed below, unless it is for a lawful reason.

Specific situations where we do are:

- If you are applying for a role which requires a DBS Check, we will input your details to an online service from Capita and DBS.
- If you sign a Gift Aid Declaration, we will share your address with HMRC as part of Gift Aid processing.
- We use Mail Chimp to send some emails for internal communication, and your name and email address is uploaded for this purpose.

4. How long do we retain your data for?

We keep your personal details for no longer than reasonably necessary. This will be no more than 6 months after you have ceased contact with the church ie no longer worshipping at the church, or from the point we become aware that membership has been ceased.

We will keep a record of any involvement with Children/Youth Work for up to a period of 7 years for safeguarding purposes, or longer if legally necessary.

5. Communication with you

From time to time, we may send you information about church events. If you have consented to receive emails and/or post from us, you have the right at any time to stop us from contacting you and, in this instance, you should contact the Church Office.

6. Access to your information, portability and correction

You have the right to request a copy of the information that we hold about you and this should be requested in writing or via email. Normally you can expect for this to be provide to you in electronic format.

You also have the right to your data being accurate and any changes should be requested in writing or via email. Until your details have been updated, you can request we stop processing your data and we have a system in place to ensure that is actioned.

You have the right to being able to port your data to a new system, should you choose to and we would supply this in a CSV file or similar so as to assist with ease of uploading.

For all these, we will ask for identification, usually of a passport and utility bill or similar, before we action this. We will action your request within one month or advise you if we are not able to comply within that period.

7. Cookies

Cookies are used to track visitor use of the website by registering a unique ID that is used to generate statistical data.

For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

8. Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

9. Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 02 May 2018.

10. Destruction of Data

We will securely shred printed data using a cross-cut shredder. Electronic data will be securely deleted. Data deleted will be automatically removed from rolling electronic backups after a further period of six months.

11. How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

- by email to: office@kchw.co.uk
- by mail to: King's Church High Wycombe, The King's Centre, Desborough Road, High Wycombe HP11 2PU.