



**THE KING'S CHURCH, ADDLESTONE  
Privacy Statement**

The King's Church, Addlestone respects your right to privacy. At The King's Church, Addlestone we look after your personal information carefully. We adhere strictly to the requirements of UK data protection law.

Under Data Protection legislation the church Trustees of King's Church, Addlestone are the Data Controller and can be contacted via the details at the end of this Notice.

This Privacy Notice tells you how we collect, share and use information which identifies you (your 'personal information' or 'personal data') that we collect and how you can exercise your privacy rights.

#### **WHAT PERSONAL INFORMATION DO WE COLLECT?**

When you become a member of the Church or a regular visitor you will be asked to provide your name and contact details. We will also collect information from you about children and young people under age of 16 years who regularly attend services and participate in Church activities.

We may also keep a record of your name and address for Gift Aid purposes.

To enable us to provide adequate pastoral support to you and your family, the Pastor may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computer but the password will only be known by the Pastor. This information will NOT be disclosed to anyone else without your consent.

#### **HOW DO WE COLLECT THIS PERSONAL INFORMATION?**

All the information collected is obtained directly from you. In certain circumstances we may request that you provide consent for us to use your data for specific purposes via a signature. This consent is required in order to ensure our compliance with data protection legislation.

#### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

We are collecting this information to enable the church to keep in touch with you and provide pastoral support as appropriate. Data Protection legislation allows us to process this information, as we regard it as being in the church's legitimate interest.

Where we need to obtain your specific consent, your details will be used only for those purposes for which you have given consent.

#### **WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**

If you serve King's Church, Addlestone as a member of staff or in a key role then we will pass on your name and contact details to the Baptist Union of Great Britain and/or the South Eastern Baptist Association (of which we are members) to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

#### **HOW DO WE STORE YOUR PERSONAL INFORMATION?**

Your details will be entered into our password-protected central church server, which is accessed only by the Minister, and Church Administrator. Your contact details will be held as detailed in our DATA RETENTION POLICY".

### **HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED**

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Church Administrator. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you have any questions or concerns about the way your information is being handled, then please contact our Data Protection Trustee using the contact details provided at the beginning of this Privacy Notice. If you are still unhappy, you have the right to complain to the Information Commissioner's Office (ICO) via their website <https://ico.org.uk/make-a-complaint/>.

You also have the right to withdraw your consent at any time when we rely on consent as a legal ground to justify our handling of your personal data. This would not affect the lawfulness of anything done before consent is withdrawn, but it would stop us from continuing to use the relevant information and from providing you with this service.

You can exercise your rights or obtain more information about them by contacting our Data Protection Trustee.

### **HOW TO CONTACT US**

If you have any queries about this policy or have any complaints about our use of your personal information, please contact our Data Protection Trustee using the following details:

- Email: [office@kingschurchaddlestone.org.uk](mailto:office@kingschurchaddlestone.org.uk) or
- Telephone: 01932 840432.
- Address: The King's Centre, March Lane, Addlestone, Surrey, KT15 1UL

The data controller of your personal information is The King's Church, Addlestone, which is registered with the ICO with registration number: ZA446785.