



Kingswood Congregational Church

Kingswood Congregational Church is strongly committed to protecting the privacy and the personal data that we maintain on behalf of our church family. As you will probably be aware a lot of organisations are reviewing their privacy policies in line with the new GDPR regulations that came into effect on 25th May 2018. Consequently, we have updated our policy to ensure that we bring clarity around the kind of information we collect, store and use because of your involvement with Kingswood Congregational Church.

The information we collect from our members and visitors includes name, address, postcode, telephone number and e mail address.

Kingswood Congregational Church 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 physical, electronic and managerial procedures 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 in and around Kingswood, Wotton-under-Edge as specified in our constitution;
- To administer membership records;
- 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 you of news, events, activities and services running at Kingswood Congregational Church

We never sell, rent, lease or exchange your personal information with other organisations. We assure you that the identity of all who contact us through our Web site will be kept confidential.

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

We give you the opportunity to remove your name from our e mail list so that you do not receive any future communications. If you desire to permanently remove your name, you can contact any member of the leadership team.

We retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and chapel registers (dedications, marriages, funerals) permanently.

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 Kingswood Congregational Church holds about you;
- The right to request that Kingswood Congregational Church 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 Kingswood Congregational Church 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), (where applicable).
- 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, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

If you have comments or questions about our privacy policy please contact us.