

Kings Christian Centre (KCC)


Data Protection and Privacy Policy

Charity No: 1181815


Address: Pwll Glas, Mold, Flintshire, CH7 1RA

Date of Policy adoption – 13th May 2026

Date of 1st review – 13th May 2027

Signed..... 

Trustee

Signed..... 

Trustee

Policy Review

Date	Issue	Reviewers	Outcomes
13/05/2026	1	EJT, HJL	Replaces previous policy dated 16 Jan 2022

Data Controller: King's Christian Centre

Charity Number: 1181815

Address: Pwll Glas, Mold, CH7 1RA

General Email address: info@kings-mold.org.uk

Data Protection Officer: Howard Litherland

Email: DPO@kings-mold.org.uk

In the UK, data protection is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This document is the privacy statement and data protection policy for King's Christian Centre, Mold. It covers how we use and store your data, what data we hold, your individual rights and how you can interact with us about your data. It does not cover the data we as individual members of the church family hold about each other.

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

What does this document include?

It explains

- The meaning of the term "personal data"
- why we collect data
- what data we collect
- how we store data
- when, why and how we might use your data
- how you can access the data we hold about you
- how long do we keep your data
- what to do if you have any concerns about what data is being held or used
- our complaints procedure
- what are my rights regarding my personal data
- the data that the law requires us to keep

What is personal data?

Personal data is any information about a living individual which allows them to be identified from that data. It includes names, photographs, videos, email addresses, postal addresses, dates of birth. Identification includes both when a person can be identified by just one piece of information, or by a number of pieces of information taken together.

Our processing of personal data is governed by the Data Protection Bill/Act 2017-2019 and the General Data Protection Regulation 2016/679 (the "GDPR" and other legislation relating to personal data and rights such as the Human Rights Act 1998).

Why do we collect data?

We collect personal data to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law regarding data sharing. In legal terms this is called 'legitimate interests'. When it is required,

we may also ask you for your consent to process your data. We do not share your information with others except as described in this notice.

What data do we collect?

- Personal information (such as name, telephone number, address and email address)
- Where there is a legitimate interest to facilitate our charitable aims and activities, or where you have added them to our database or provided them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, and dependants.
- Financial transactions with the church that include your, or your company's, details.
- DBS checks and updates
- As a church, the data we process is likely to constitute sensitive personal data because the very fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: mental and physical health, details of injuries, medication/treatment received, data concerning criminal records, fines, and other similar judicial records.

As a Data Controller, Trustees and Leaders will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data. If you have any concerns about how your data is being used, please speak with our Data Protection Officer.

How do we store data?

Data is stored in both physical and electronic form, in secure paper files, on password protected computer hard drives and in restricted access web based cloud storage.

When, why and how we might use your data

- To enable us to meet all legal and statutory obligations.
- To comply with and facilitate our comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice with the aim of ensuring that all children and adults-at-risk are provided with safe environments.
- To deliver our church's mission and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of our church.
- To enable us to follow up enquiries.
- To maintain our own accounts and records.
- To process and record financial donations, for example for Gift Aid

- To communicate with you about our services, events, meetings, mission and anything else relevant to you as part of our church community.

How you can access the data we hold about you

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact the Data Protection Officer – Howard Litherland.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

How long do we keep your data

Our general rule is to keep data no longer than necessary. Where you continue to actively engage with our church services, activities and events, we will retain the appropriate data for you so that we can best serve your involvement. We operate an annual process of review, by which we assess who is actively engaging in church life, and where this is not the case, we will remove your data.

Additionally:

- We will keep some records permanently if we are legally required to do so. For example, this covers some safeguarding records.
- We may keep some other records for an extended period. For example, it is current best practice to keep financial records for a minimum period of seven years to support HMRC audits.

What to do if you have any concerns about what data is being held or used

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Our complaints procedure

King's Christian Centre ("we") take your privacy concerns seriously. If you have any concerns about the way your information is being handled, please contact the Data Protection Officer without delay. He/she can be contacted as follows: Email: DPO@kings-mold.org.uk

- All complaints will be carefully investigated and reviewed and appropriate action taken in accordance with Data Protection Legislation. We will keep you informed of the progress of our investigation and the outcome. If you are not satisfied with the outcome, you can 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.

Any complaint received by us must be referred to the Data Protection Officer who will arrange for an investigation as follows:

1. A record will be made of the details of the complaint.
2. Consideration will be given as to whether the circumstances amount to a breach of Data Protection Legislation and action taken in accordance with the Data Breach Procedure.
3. The complainant will be kept informed of the progress of the complaint and of the outcome of the investigation.
4. At the conclusion of the investigation the Data Protection Officer will reflect on the circumstances and recommend any improvements to systems or procedures.

What are my rights regarding my personal data?

You have the following rights with respect to your personal data. When exercising any of the rights listed below, it may be necessary to verify your identity for your security. In such cases you will need you to provide proof of your identity before you can exercise these rights.

- **The right to access information we hold on you.** At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request, we will respond within one month. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
- **The right to correct and update the information we hold on you.** If the data we hold about you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- **The right to have your information erased.** If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purposes).
- **The right to object to processing of your data.** You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to

process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

- **The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.** You can withdraw your consent easily by telephone, email, or by post.