



Kingsgate Church Privacy Policy

Our contact details

Name: Kingsgate Church Trust

Address: Office D, Hoste House, Whiting Street, Bury St Edmunds, Suffolk. IP33 1NR

Phone Number: 01284 769441

E-mail: info@kingsgate-church.org

The type of personal information we collect

We currently collect and process the following information:

- Name, contact details (including telephone number, email address, postal address)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide further information about an event

We use the information that you have given us in order to contact you about events organised and managed by Kingsgate Church.

We may share this information with individuals within our organisation who are responsible for the organisation and management of an event, but never with individuals outside of Kingsgate Church unless we have your written permission and they are vital to the organisation of the event.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Claire Fish

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored on our online database.

We keep your name and contact details for no longer than 1 year, or until the completion of the event for which you provided your details, unless you have specifically asked us to hold your details for the means of contacting you about upcoming events which may be of interest. We will then dispose your information by deleting it from our system.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@kingsgate-church.org or 01284 769441 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@kingsgate-church.org

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>