



DATA PRIVACY NOTICE

The King's Church Mid-Sussex

Introduction At The King's Church Mid-Sussex, we value your privacy and are committed to safeguarding your personal data. This notice explains how we collect, use, and protect your information in accordance with the General Data Protection Regulation (GDPR).

Who We Are The King's Church Mid-Sussex is the data controller responsible for processing your personal data. You can contact us at:

- **Address:** 33-35 Victoria Road, Burgess Hill, RH15 9LR, UK
 - **Phone:** 01444 244215
 - **Email:** grace.surtie@tkc.org.uk
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What Data We Collect and Why We collect and process personal data for various purposes, including:

- **Providing Church Services & Pastoral Care:** Names, contact details, gender, addresses, birth dates, photos, dietary requirements, and pastoral care records.
- **Managing Membership & Events:** Membership records, event registrations, and volunteer details.
- **Fundraising & Donations:** Donation history, taxpayer information (for Gift Aid claims), and contact details.
- **Communication & Marketing:** Names, contact details, marketing preferences, and records of consent.
- **Legal & Compliance Purposes:** Identification documents, safeguarding records, and financial transactions.
- **Recruitment:** Job applications, employment history, right-to-work checks, and criminal record disclosures (DBS).
- **Website Usage:** User journey data, cookie tracking, and analytics.

Legal Basis for Processing Your Data We process your personal data under one or more of the following legal bases:

- **Consent:** You have given clear permission for specific processing activities (e.g., receiving newsletters or marketing updates).
- **Contractual Obligation:** Necessary for providing services you have requested.
- **Legal Obligation:** Required to comply with UK law (e.g., Gift Aid, safeguarding, employment law).
- **Legitimate Interests:** When processing is necessary for church administration, safeguarding, or operational efficiency, unless overridden by your rights.

Who We Share Your Data With Your data is treated as confidential and only shared when necessary. This may include:

- **Third-Party Service Providers:** CRM software (e.g., ChurchSuite), event ticketing platforms.
- **Legal & Safeguarding Authorities:** When legally required for safeguarding or compliance.
- **Other Trusted Partners:** With your consent for specific purposes.

How Long We Keep Your Data We retain personal data only for as long as necessary:

- **Membership & General Records:** Kept while you engage with the church.
- **Gift Aid Declarations:** Retained for 6 years after the last claim.
- **Safeguarding Records:** Retained for 70 years.
- **Marketing Preferences:** Until you withdraw consent.

Your Rights Under GDPR, you have the following rights:

- **Access:** Request a copy of your data.
- **Correction:** Ask us to correct inaccurate information.
- **Erasure:** Request deletion of your data.
- **Restrict Processing:** Ask us to limit how we use your data.
- **Object:** Oppose processing based on legitimate interests.
- **Data Portability:** Request transfer of your data.
- **Withdraw Consent:** Opt out of communications at any time.

To exercise these rights, please contact us using the details above.

How to Complain If you have concerns about how we handle your data, you can:

- Contact our Data Protection Officer (grace.surtie@tkc.org.uk).
- Complain to the UK Information Commissioner's Office (ICO) at www.ico.org.uk or call **0303 123 1113**.

Updates to This Notice This privacy notice may be updated periodically. The latest version will always be available on our website.

Last updated: 29 January 2025