

King's Community Centre - Privacy Notice

This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

Our Contact Information (Data Controller)

King's Church Community Centre
 Creed Street, Wolverton, Milton Keynes, Bucks
 MK12 5AL
 United Kingdom
 4407718122606
 Telephone: 4407718122606
 Company Email: office@kccmk.co.uk

What we do with your personal data

We process personal data only for the purpose for which they are collected. The purpose is dependent on whether you use only our website, or additionally, our services. If you use our services, you are required to register, and we collect your personal data. We use this personal data for the provision of the service or the performance of the contract. We may use your personal data for other similar purposes, including marketing and communications, but that will only occur in the case we have your consent or another legal justification for doing so.

From our **Hirers** we process and retain personal data for the following purposes and periods, with the applicable legal basis:

Processing purpose	Legal basis	Retention period
ORGANISATION'S ADMINISTRATION, MANAGEMENT, SITE MANAGEMENT AND SECURITY	We have a contract with the Hirer.	Until the contract is complete. Accounts are retained for 6 years

From **Parents/Carers attending sessions** we process and retain personal data for the following purposes and periods, with the applicable legal basis:

Processing purpose	Legal basis	Retention period
ORGANISATION'S ADMINISTRATION, SITE MANAGEMENT AND SECURITY	Health and Safety Reasons and Insurance purposes.	Registers held for year.

From our **Contractors** we process and retain personal data for the following purposes and periods, with the applicable legal basis:

Processing purpose	Legal basis	Retention period
Customer support, Service delivery, Business operations and due diligence, Budgeting and Contact Management	We have either entered into a contract or have an agreement with the contractor to hold data for support reasons.	Until the contract is complete. Accounts are retained for 6 years. Insurance purposes 25 years.

What personal data do we collect?

The personal data we collect depends on whether you just visit our website or use our services. If you visit our website, you do not need to provide us with any personal data. However, your browser transmits some data automatically, such as the date and time of retrieval of one of our web pages, your browser type and settings, your operating system, the last web page you visited, the data transmitted and the access status, and your IP address.

If you use our services, personal data is required to fulfil the requirements of a contractual or service relationship, which may exist between you and our organisation.

We collect from **Parents** attending sessions:

Names of parent and how many children attending with them

We collect from **Hirers & Contractors**:

- Banking Details
- Email, Social Networks
- Location Information
- Name
- Photographs/Logos of Group
- Telephone contact details

How do we look after personal data?

We limit the amount of personal data collected only to what is fit for the purpose, as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal data only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal data for historical or statistical purposes, we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

How can you access your personal data?

You have the right to request access to any of your personal data we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

If you would like to make a request to see what personal data of yours we might hold, you may make a request from our company website or email office@kccmk.co.uk

Where you have previously given your consent to process your personal data, you also have the right to request that we port or transfer your personal data to a different service provider or to yourself, if you so wish.

Where it may have been necessary to get your consent to use your personal data, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal.

Our Supervisory Authority

You have the right to lodge a complaint with any Supervisory Authority.

See our Supervisory Authority contact details below

United Kingdom

Water Lane, Wycliffe House

Wilmslow - Cheshire SK9 5AF

international.team@ico.org.uk

+44 1625 545 745

www.ico.org.uk