



## Kharis Ministries Privacy Policy

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## 1. Introduction

Kharis Ministries, which is made up of Kharis Church, Kharis Phase Two and encompasses all branch locations in the UK (referred to as “We”, “Our” or “Us”), is committed to protecting the privacy and security of your personal data. We take care to protect the privacy of all individuals that communicate with us.

We have therefore developed this Privacy Policy to inform you of the personal data we collect, what we do with your personal data, how we keep it secure as well as the rights and choices you have over your personal data.

Throughout this document we refer to “Data Protection Legislation” which means the Data Protection Act 2018, United Kingdom General Data Protection Regulation (UK GDPR), the Privacy and Electronic Communications Regulation 2003 and any legislation implemented in connection with the aforementioned legislation.

Kharis Ministries is the data controller for the personal data we process, unless otherwise stated.

We are a registered charity under the number: 1139291.

You can contact us by email.

Email: [dataprotection@kharis.org](mailto:dataprotection@kharis.org)

## 2. The information we collect and when

The type of personal data collected by us includes:

- Personal details such as your name and date of birth
- Contact details such as your postal address, post code, email, mobile and telephone numbers
- Where relevant, demographic information and preferences
- Family details when you register your children to partake in events, Sunday School and/or other activities
- Photographs, audio recordings or videos provided by you or taken at our services or events
- Records of your contact with us
- Financial information on paper-based giving forms for payment processing
- Visits to the website or social media platforms to enable us to improve its effectiveness and better promote church services and events.

We may collect and store sensitive personal data (Special Categories Data under UK GDPR) such as:

- Health information to provide support at our services and events

- Health information for pastoral care and support
- Religious information (church attendance, personal faith decisions, baptism)
- Where relevant, DBS and criminal conviction checks
- Prayer requests.

### 3. How we use your information

We only use your personal data where we have a lawful basis to do so. The lawful basis we rely on are:

- Because it is in our **legitimate interest** as a registered charity to use your personal data to operate and run our services as a church
- To fulfil any **contractual** relationship we have with you in relation to the provision of products or services
- Because you have provided your **consent** for the use of your information for a particular purpose
- Because we need to use your personal data to comply with a **legal obligation**, such as the protection and welfare of individuals
- To protect the **vital interests** of you and/or another person
- Where you have given **consent** for us to contact you to send you information.

We may use your personal data for various reasons, including:

- Keeping you informed of our services, activities, events and resources
- To manage attendees, members and church volunteers
- To contact you, following you providing your information, making an enquiry, engagement on social media, reply to any questions, suggestions, comments/reviews or requests for further information
- To register you for services or events
- To provide information, services and products, such as New Believers Classes, Membership Classes, departmental training
- To carry out analysis and market research to improve our website and communications
- To improve our ability to assist the church attendees and the wider community
- To facilitate Sunday School and the Sunday School website
- For promotional, marketing activities and publications
- To assist with management and administrative purposes.

### 4. Who might we share your information with?

We may share your personal data with other organisations in the following circumstances:

- If the law or a public authority requires us to do so
- If we need to share personal data in order to establish, exercise or defend our legal rights.

Third party service providers may process information, fulfil and deliver orders, process giving and credit card payments, and provide services on our behalf. Where such details are shared, we ensure it is done so securely and in accordance with applicable Data Protection Legislation.

## **5. Your Rights**

Where you have provided your consent to us using your personal data, you have the right to withdraw this consent at any time. In addition, you have the following rights over your personal data:

- To access a copy of the personal data we hold about you
- The correction of your personal data when it is incorrect, out of date or incomplete
- The deletion of the data we hold about you, in specific circumstances; for example, when you withdraw consent or object, and we have no legitimate overriding interest for processing your personal data
- Restriction of the use of your personal data
- That we stop processing your personal data, for example, when you have withdrawn consent, or object for reasons related to your individual circumstances
- That we stop using your personal data for direct marketing.

To exercise any of these rights please contact us at [dataprotection@kharis.org](mailto:dataprotection@kharis.org) or using the contact information at the top of this Policy.

Please inform us as soon as possible if any of your details change so that our records can be kept up to date.

If you wish to have your personal data deleted, please contact us at [dataprotection@kharis.org](mailto:dataprotection@kharis.org) and wherever practicable that information will be deleted.

You also have the right to make a complaint to the Information Commissioners Office (ICO) if you are unhappy with the way we use your personal data. However, we hope that you would consider raising any issue or complaints you have with us first to allow us to do our very best to solve any problem you may have.

To protect the confidentiality of your personal data, we may ask you to verify your identity before proceeding with any request that you make. If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act.

## **6. How long we keep your information for**

We only keep your personal data for as long as it is required for the purpose for which it was collected, and in accordance with the Data Protection Legislation and other legal requirements.

If you have indicated that you no longer wish to hear from us, we will keep the minimum information necessary to ensure that no future contact is made.

## **7. Giving your reviews and sharing your thoughts**

When using our online platforms, you may be able to share information through social networks like Facebook, Twitter, Instagram, YouTube or Soundcloud. For example, when you 'like', 'share', comment or review our services. When doing this, your personal data may be visible to the providers of those social networks and/or their other users. Please remember it is your responsibility to set appropriate settings on your social network accounts so you are comfortable with how your information is used and shared on them.

## **8. Security**

Personal data security is of great importance to us. Reasonable steps are taken to ensure the utmost care and appropriate physical and electronic safeguards are in place to secure your collected data.

Please note that the Internet is not a secure method of transmitting information. Accordingly, we accept no responsibility for the security of information you send to or receive from us over the Internet.

Security measures are in place to protect your personal data from access by authorised persons and against unlawful processing, accidental loss, destruction, alteration and damage.

Where we have given you, or where you have chosen a username, password, PIN or similar, which will enable you to use any online service related to us (for example, the Sunday School website or service registration) you are responsible for keeping these security details confidential.

## **9. Changes to our Privacy Policy**

We may change this Privacy Policy from time to time. We recommend that you check this Policy regularly to keep up to date. The date in which this Policy was last updated can be found at the bottom of the page.

## **10. How to contact us**

If you have any question relating to your personal data or would like to exercise one of your rights, please contact us:

Email: [dataprotection@kharis.org](mailto:dataprotection@kharis.org)

Thank you for taking the time to read our Privacy Policy.

This Policy was last updated in September 2022.