

## **PRIVACY POLICY**

This Privacy Policy explains how Kingdom Keys collects and uses your personal information. Personal information comprises any information from which you can be identified.

We encourage you to read this policy carefully.

Kingdom Keys respects your privacy and will ensure the personal information you have entrusted to us is held securely. We process personal information in accordance with the Data Protection Act 1998, the Privacy & Electronic Communications Regulations 2003, and the General Data Protection Regulations 2018 (GDPR).

## **USE OF YOUR PERSONAL INFORMATION**

Kingdom Keys may use your personal information for any of the following purposes:

- Payments for products and course subscriptions
- Maintaining our database
- Gathering feedback
- Charity mailing list
- Marketing
- Fundraising
- Donations
- Gift aid
- Volunteer

You have the right to know what information and / or withdraw your consent to our use of your personal data at any time and you have the right to choose how we use your personal information e.g. email or post etc by contacting us at: [contactus@kingdom-keys.org.uk](mailto:contactus@kingdom-keys.org.uk)

Kingdom Keys does not divulge your personal information to any third party. However, in an exceptional circumstance, we may be legally required to share certain data for example, where we are complying with legal requirements, a court order, or a governmental authority.

## **HOW WE COLLECT PERSONAL INFORMATION**

We collect personal information in the following ways:

- Requests for information about Kingdom Keys
- Registration for any of our activities
- Completing online forms
- Donations
- Gift Aid pledges

## **THE PERSONAL INFORMATION WE COLLECT**

We may collect the following personal information from you:

- Your title, name and date of birth
- Contact details including postal address, email and telephone numbers
- Ministry/business/company name
- Financial information such as your bank details
- Whether you are a UK tax payer
- Details about any health conditions that could impact your attendance at any of our activities
- How you found out about Kingdom Keys
- Records of your contact with us.
- As a faith based organisation, and where necessary, we may collect details about your church affiliations and personal faith.

**For Kingdom Keys volunteers**, as well as the above, we will also collect information provided by you in your Volunteer Application Form, including:

- Details about any health conditions that would impact your volunteering
- Details of criminal records
- Records of any training you take part in as part of your volunteering
- Records of any activities you may undertake on behalf of Kingdom Keys

Occasionally we may receive prayer requests regarding sensitive personal data. Kingdom Keys will always treat any sensitive information in strictest confidence and in accordance with the Data Protection Act.

## **WEB SITE**

We may sometimes use third party data processors including:

- Google Analytics (Website traffic report generator)
- PayPal (Payment processing)
- Eventbrite (Event bookings)

Please note where our website has links to other organisations we have no control over the information they retain.

**Cookies** are small text files that are placed on your computer by websites that you visit. Kingdom Keys uses cookies to enable our website to function effectively, to improve your experience and to determine and improve the effectiveness of our website. Third party Cookies are used on our site for example, by analytics services such as Google Analytics

By using our website, you agree to our use of cookies. This is subject to any preferences or browser setting you may have. To manage your cookie settings, please refer to your browser software. For more information about cookies and how to delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

This Privacy Policy was last updated on: 1 May 2020