

The purpose of this privacy notice is to explain what Personal Data we collect about you and how we process. This privacy notice also explains your rights, so please read it carefully. If you have any queries, want to exercise your information rights or have a copy of this information in another format or language, contact us:

Data Protection Officer
Kingdom Life Church
Heaton Road
Newcastle upon Tyne
NE6 1SB
Email: office@kingdomlifechurchnewcastle.com
Telephone: 0191 2242422

Data Protection Officers are responsible for upholding your rights and making sure we process your information correctly.

Who are we?

We are Kingdom Life Church based on Heaton Road, Newcastle upon Tyne, NE6 1SB. Unless we notify you otherwise, we are the data controller of the Personal Data we process about you. This means we decide how your data is collected, the purposes for processing it, and how it is protected. As Data Controller, we are also responsible for explaining this to you.

We may appoint internal data handlers who operate under strict guidelines and confidentiality agreements to ensure data compliance such as:

- ministry leaders
- safeguarding officers
- administrators

Our commitment to your privacy

Kingdom Life Church is committed to ensuring that your personal data is handled with the highest standards of care and in accordance with data protection laws, including the UK General Data Protection Regulations.

Our goal is to ensure that every individual connected to Kingdom Life Church, whether a visitor, attendee, volunteer, staff member, or online viewer, feels confident that their information is secure and treated with respect.

We implement appropriate technical and organisational measures to protect Personal Data that we process from unauthorised disclosure, use, alteration or destruction.

What Is Personal Data?

Personal data refers to any information relating to an identified or identifiable person. 'Personal Data' means any information from which someone can be identified either directly or indirectly. Examples include:

- names
- addresses
- contact details
- photos
- online identifiers
- pastoral notes
- financial information such as information to process Gift Aid

'Special Category Personal Data' is more sensitive Personal Data and includes information revealing:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data for the purposes of uniquely identifying someone
- data concerning physical or mental health
- data concerning someone's sex life or sexual orientation

All data is treated with special confidentiality and stored securely.

The type of Personal Data we collect about you will depend on our relationship with you.

Children's data

We do not market our products or services to children, and we do not knowingly collect Personal Data of children without parental consent, unless permitted by law. If we learn that a child has provided us with their Personal Data without parental consent, we will securely and permanently delete it, in accordance with applicable law.

If you are a parent or guardian and you are aware that your child has provided us with their Personal Data without your consent, please contact us.

Information we may collect about your child or young person includes:

- name
- date of birth

- medical requirements or Special Education Needs and Disability (SEND) information
- emergency contact details
- safeguarding notes

This data is kept secure and accessible only to trained children's workers and safeguarding officers. No child under 13 will be included in photos, videos, or communication without parental permission. We take children's privacy seriously and follow strict safeguarding and confidentiality practices.

How do we collect your Personal Data?

We collect most of the Personal Data directly from you in person, by telephone, text or email and/or via our website. This may be where you have:

- completed a newcomer form
- signed up or attended a church event
- joined a ministry such as our children's provision or a Life Group
- submitted a Gift Aid declaration
- participate in pastoral meetings
- newsletter sign up

Information may also be collected indirectly from you such as when you appear in church livestreams and media.

What information we may collect

Depending on how you interact with Kingdom Life Church, we may collect and process yours or your families:

- full name
- address
- email address
- phone number
- family details
- pastoral information
- prayer requests
- photographs and video footage
- volunteering information
- safeguarding details
- financial giving records, and Gift Aid data required by HMRC.

For children and youth ministries, we may also collect medical details, emergency contact information, and consent forms.

Your personal information is used to:

- communicate church news, updates, and events
- provide pastoral care
- manage team rotas
- process financial giving and Gift Aid
- support children and youth activities such as organising events
- and maintain accurate membership and attendance records
- ensure safeguarding
- coordinate prayer requests
- improve the effectiveness of our ministries.

Media, photography and livestreaming

Kingdom Life Church livestreams services and uploads recordings to platforms such as YouTube. We provide signage information in relation to this.

We may take photos or videos during services, conferences, outreach activities, and special events. These images may be used on our website, social media, printed materials, or promotional content. Anyone who does not wish to appear in any form of media may contact us directly, and we will make reasonable arrangements to avoid capturing or using your image.

Our legal basis for processing your information

We rely on several legal bases for processing personal data:

- Newsletters and Marketing
 - Article 6(1)(a) - Consent when you opt into newsletters or media use
 - Article 6(1)(f) - Legitimate Interests
- Gift Aid and financial records
 - Article 6(1)(c)- Legal obligation as required by HMRC
- Staff information
 - Article 6(1)(b) - Contractual necessity to perform the employment contract
 - Article 6(1)(c) - Legal obligation when reporting tax/NI to HMRC or conducting DBS safeguarding checks
- Volunteer and administrative data
 - Article 6(1)(f) - Legitimate interests
- Church hall hire and other contracts
 - Article 6(1)(b) - Contractual necessity to manage the booking or rental agreement
- Safeguarding

- Article 6(1)(d) – Vital interests

As a church, we also process special category personal data. Our legal basis under the UK General Data Protection Regulations for this is:

- religious beliefs - Article 9(2)(d)
- Staff payroll – Article 9(2)(b)
- Safeguarding – Article 9(2)(g)

How long we keep your personal data

We will retain your Personal Data for as long as is necessary to provide you with our services and for a reasonable period thereafter to enable us to meet our contractual and legal obligations and to deal with complaints.

At the end of the retention period, your Personal Data will be securely deleted or anonymised, for example by aggregation with other data, so that it can be used in a non-identifiable way for statistical analysis and business planning.

We take the following into account determining retention periods for Personal Data;

- whether we are retaining Personal Data for archiving, scientific or statistical purposes
- relevant guidance from the Information Commissioners Office (ICO) or the National Archives
- whether we have a legal or regulatory requirement to retain your Personal Data once your relationship with us has ended for example when processing Gift Aid

Details of retention periods can be found below:

- We will keep information when you make a general enquiry via any channel for 3 years from our last contact with you. We will retain this information to allow us to respond to you.
- If you visit our website, please refer to our cookie notice. We use cookies on our websites with your consent.
- If you have provided consent for the purposes of marketing, we will rely on consent as our lawful basis for this processing. You may withdraw your consent at any time by emailing us or using the unsubscribe option in any marketing emails we send to you. We will keep your information for as long as you have consented to receiving this information and for 3 years following your withdrawal of consent.
- If you are a member/partner of our church, processing your information is necessary for the performance of the contract between us. It is also in our legitimate interests to manage and maintain these records without our database.

We will process your information for as long as you are a member and for 6 years following the date you withdrew your membership.

- Contact information for attendees at our church who are not a member/partner of our church is retained while you remain connected to the church.
- If you utilise our Limitless Kids or Youth groups, with parental consent, we will process yours and your children's data to safely allow your children or young person to attend these groups. We will process your information for 3 years after your child or young person last attended a session.
- We will process your medical and religious information to provide support to you such as counselling or pastoral care. This is processed for as long as you are accessing these services and for 3 years following our last contact with you. We may need to keep your information for longer, if necessary such as safeguarding information which we will keep for 75 years (depending on the case).
- Church registers of baptisms, dedications, and funerals are kept permanently.
- Pastoral notes will be retained for appropriate safeguarding or continuity purposes. You may request deletion of your information, except for cases where legal retention requirements apply.
- In order to process tithes and offering we will process your personal data including your bank or credit card details with your consent and in our legitimate interests to support our goal and mission. All financial information including details needed to process Gift Aid are retained for 6 years plus the current financial year.
- If you make a purchase from us, such as in our Community Grocery Store or Undergrounds Cafe, processing your payment details is necessary for the performance of contract between us. All financial information is retained for 6 years plus the current financial year.

How we protect your personal data

We implement a variety of physical, digital, and administrative security measures to protect your personal data. This includes secure password-protected systems, encrypted communications where possible, restricted access to sensitive information, and training for church staff and volunteers who handle personal data. While we take every precaution, no system can be guaranteed 100% secure, and you should take care when sharing information online.

Sharing your Personal Data

Your information may be shared with anyone who has a legal right to it, in line with UK data protection laws. We may share your information with other organisations:

- as required by law
- to prevent and detect crime occurring

- for Gift Aid administration
- acting on our behalf, such as email providers and IT service providers. We do not sell or share your data for marketing.

We share data only when necessary and these systems receive only the information required to perform their services and act as UK GDPR-compliant data processors.

Kingdom Life Church uses the following third party providers:

- ChurchSuite which is a UK-based church management system
 - We use this for administration, event registration, rotas, child check-in, and communication management.
 - You can view their Privacy Policy here: <https://churchsuite.com/privacy-notice/>
- Mail Chimp which is operated by Intuit which may process information outside of the UK.
 - We use this for newsletters and bulk communication. We will do this with your consent.
 - You can view their Privacy Policy here: <https://mailchimp.com/help/mailchimp-intuit-privacy-faq/>

We will ensure that we have entered into data processing agreements with the service providers which means that they can only process your Personal Data in accordance with our instructions and the applicable data protection legislation and they will not be able to use it for their own purposes.

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our site, we encourage you to read the privacy policy of every website you visit.

Where we are under a legal or regulatory duty to do so, we may disclose your details to the police, regulatory bodies or legal advisors, and/or, where we consider necessary to protect the rights, property or our safety or that of our personnel, users or others.

How you can control your data (ChurchSuite)

Kingdom Life Church uses ChurchSuite to securely store and manage your personal information. When your details are first added to ChurchSuite, the default privacy settings is that your name is visible within the internal church system. This setting is applied automatically.

After your information has been added, you will receive an email inviting you to create your own personal ChurchSuite login. Once you have logged in, you have full control over your own data, including the ability to:

- Update or correct your personal details
- Choose what information you want to be visible to other church members
- Hide information you do not want to share
- Manage which communications you receive
- opt in or out of email updates, SMS messages, or specific ministry communications
- Adjust your privacy settings at any time

Your ChurchSuite profile allows you to decide exactly what you are comfortable sharing and ensures that you always remain in control of your personal information.

Your data protection rights

We will always ensure that we adhere to and fully respect your data protection rights. If you wish to exercise your rights, requests can be made via email at office@kingdomlifechurchnewcastle.com or by speaking to a member of the team to log your request.

You have the following rights if you are located in the UK or EU:

- Right to be informed You have the right to be informed about the collection and use of your Personal Data.
- Right of access. You have the right to request copies of your Personal Data (including other supplementary information) and information about our processing of it. This is commonly known as a Subject Access Request.
 - You will not have to pay a fee to access your Personal Data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Right to rectification You have the right to have inaccurate Personal Data rectified or completed if it is incomplete.
- Right to erasure (the 'right to be forgotten'). You have the right to request that your Personal Data to be erased, in certain circumstances.
- Right to restrict processing You have the right to request the restriction or suppression of your Personal Data, in certain circumstances, in particular:
 - if your data is not accurate
 - if your data has been used unlawfully but you do not want us to delete it
 - if your data is no longer needed, but you want us to keep it

- if you have already asked us to stop using your data but you are waiting to receive confirmation from us as to whether we can comply with your request.
- Right to data portability. You have the right to ask us to transfer the Personal Data you gave to us to another organisation, or to you, in certain circumstances.
- Right to object. You have the right to object to the processing of your Personal Data, in certain circumstances. Where we are using your Personal Data because it is in our legitimate interests to do so, you can object to us using it this way. Where we are using your Personal Data for direct marketing, including profiling for direct marketing purposes, you have an absolute right to ask us to stop doing so.
- Rights with respect to automated decision-making and profiling. We do not use automated decision-making.
- Right to withdraw consent (if applicable). Where we are using your Personal Data based on your consent, you can withdraw your consent at any time.
- Right to lodge a complaint with a supervisory authority. You have the right to raise a complaint about how we handle your Personal Data with the Information Commissioner's Office by calling 0303 123 1113 or visiting ico.org.uk/make-a-complaint

We will respond to requests within one calendar month as required by the UK GDPR.

International transfers

In some instances, your Personal Data may be transferred outside the UK and the European Economic Area. While some countries have adequate protections for Personal Data under applicable laws, in other countries steps will be necessary to ensure appropriate safeguards apply to it.

If it becomes necessary for the purposes of fulfilling our charitable objectives, we have taken appropriate steps to ensure that Personal Data processed outside the UK has an sufficiently similar level of protection to that guaranteed in the UK. We do this by ensuring that:

- Your Personal Data is only processed in a country which the Secretary of State has confirmed has an adequate level of protection (an adequacy regulation) or
- We enter into an International Data Transfer Agreement ("IDTA") with the receiving organisation and adopt supplementary measures, where necessary.

Data Breaches

In the event of a data breach likely to result in risk to individuals, such as that relating to special category personal data, we will report it to the Information Commissioners Office within 72 hours from when we became aware of the data breach.

Information Commissioner's Office (ICO)

If you have concerns about how we handle your data and are not satisfied with our response, you may contact the ICO at

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

Telephone: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint/>

Changes to this privacy notice

We may update this notice (and any supplemental privacy notice), from time to time. Please check this page regularly for updates. We will notify you of the changes where required by applicable law to do so.

Last modified: March 2026

Kingdom Life Church Newcastle: Cookie Notice

Last Updated: March 2026

At Kingdom Life Church, we use cookies to help our website run effectively and to provide the best experience for our visitors. This notice explains what cookies are, which ones we use, and how you can manage them.

Find out how to manage cookies here: <https://allaboutcookies.org/>

What are cookies?

Cookies are small text files placed on your device to store data that can be recalled by a web server. We use these to remember your preferences and understand how you use our site.

How we use cookies

We categorise our cookies into the following groups:

- **Strictly Necessary:** These are essential for you to browse the website and use its features, such as accessing secure areas. These cannot be switched off.
- **Performance & Analytics:** We use these to see how visitors move around our website. This helps us improve things like navigation and content relevance.
- **Functional & Third-Party:** These allow us to provide enhanced functionality, such as embedded videos and church management tools.

Your Choices and Consent

When you first visit our site, you will see a cookie banner. You have the right to:

- **Accept All:** Consent to all cookies, including analytics and third-party trackers.
- **Reject Non-Essential:** Only strictly necessary cookies will be used.
- **Manage Preferences:** Choose specific categories you are comfortable with.

You can also change your browser settings at any time to block or delete cookies. Please note that disabling certain cookies may affect how parts of our website, like embedded forms or videos, function.

Specific Third-Party Services

Our website integrates services that set their own cookies:

- **ChurchSuite:** We use ChurchSuite (<https://churchsuite.com/cookies/>) to manage our church community, events, and sign-ups.
- **YouTube:** We embed videos from our YouTube channel (<https://www.youtube.com/watch?v=Vq0Xd6uGgR4>) to share services and updates. YouTube sets cookies to track video views, remember your player preferences, and, if you are logged into a Google account, to personalise ads.

Cookie Durations

- **Session Cookies (Immediate Expiry):** These last only as long as your browser is open. They are stored in your computer's temporary memory and are automatically deleted when you close the browser or end your session. These are typically used for basic site functions, such as:
 - Keeping you logged in while you navigate between pages.
 - Remembering information you've typed into a contact or sign-up form.
- **Persistent Cookies (Longer Expiry):** These remain on your device even after you close the browser. They stay active until they reach a specific expiration date set by the website or until you manually delete them. For this site, common persistent cookies include:
 - **Cookie Consent:** Remembers your preference (Accept/Reject) for future visits, often lasting 30 days to 1 year.
 - **YouTube Embeds:** If you watch a video, YouTube may set cookies that last between 180 days and 2 years to remember your volume preferences or track views.
 - **ChurchSuite:** While many are session-based, some security features (like fraud prevention) can last for the duration of your visit or slightly longer to ensure safe form submission.

More Information

For more details on how we protect your personal data, please view our Full Privacy Notice. If you have questions, contact our Data Protection Officer at office@kingdomlifechurchnewcastle.com