



Kingdom Life Church
Privacy Policy 2026/27

1. Our Commitment to Your Privacy

Kingdom Life Church is committed to ensuring that your personal data is handled with the highest standards of care. This includes maintaining transparency about how data is collected, used, stored, and protected. We follow all UK GDPR and Data Protection Act 2018 requirements. 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.

2. What Is Personal Data?

Personal data refers to any information relating to an identified or identifiable person. Examples include names, addresses, contact details, photos, online identifiers, pastoral notes, and financial information. Personal data may be collected directly from you or indirectly through interactions such as attending church events, using ChurchSuite forms, or appearing in church livestreams and media. Sensitive data such as pastoral or safeguarding information is treated with special confidentiality and stored securely.

3. Who Are We?

Kingdom Life Church, located on Heaton Road in Newcastle upon Tyne, is the data controller. This means we decide how your data is collected, the purposes for processing it, and how it is protected. We may appoint internal data handlers such as ministry leaders, safeguarding officers, and administrators, who operate under strict guidelines and confidentiality agreements to ensure data compliance.

4. How We Collect Information About You

We collect your personal data in various ways, including when you complete newcomer forms, sign up for events, join ministries, communicate with us via email or phone, register your children for youth or kids church, participate in pastoral meetings, submit Gift Aid declarations, or appear in video recordings or photographs taken during services or events. We also collect data through ChurchSuite forms, newsletter sign-ups, and attendance tracking.

5. What Information We Collect

Depending on how you interact with Kingdom Life Church, we may collect your full name, address, email address, phone number, family details, pastoral information, prayer requests, photographs, 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.

6. How We Use Your Personal Data

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; organise events; and maintain accurate membership and attendance records. We also use data to ensure safeguarding, coordinate prayer requests, and improve the

effectiveness of our ministries. Data from livestream recordings and photos may be used to promote church activities online and in printed materials.

7. Media, Photography & Livestreaming

Kingdom Life Church livestreams services and uploads recordings to platforms such as YouTube. 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.

8. Legal Basis for Processing

We rely on several legal bases for processing personal data: (1) Consent—when you opt into newsletters or media use; (2) Legal obligation—when maintaining Gift Aid, financial, or safeguarding records; (3) Legitimate interest—when processing information needed for church administration or communication; (4) Contract—when managing volunteer or staff agreements. We ensure that all processing falls within at least one lawful basis under UK GDPR.

9. Sharing Your Information & Third-Party Providers

We share data only when necessary. Kingdom Life Church uses ChurchSuite for administration, event registration, rotas, child check-in, and communication management. Mailchimp is used for newsletters and bulk communication. These systems receive only the information required to perform their services and act as GDPR-compliant data processors. Your information may also be shared when legally required, such as with HMRC for Gift Aid or with authorities in safeguarding cases. We do not sell or share your data for marketing.

10. How You Can Control Your Data (Church Suite)

Kingdom Life Church uses Church Suite to securely store and manage your personal information. When your details are first added to Church Suite, the default privacy setting 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 invitation to create your own personal Church Suite 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 Church Suite profile allows you to decide exactly what you are comfortable sharing and ensures that you always remain in control of your personal information.

11. Children and Youth

We collect children's data only with parental consent. Information collected may include names, dates of birth, medical requirements, emergency contact details, and 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.

12. How Long We Keep Your Data

Data is retained only as long as necessary. Gift Aid records must be stored for at least seven years. Church registers of baptisms, dedications, and funerals are kept permanently. Contact information is retained while you remain connected to the church or until you request removal. Pastoral notes may be retained for appropriate safeguarding or continuity purposes. You may request deletion of your information, except for cases where legal retention requirements apply.

13. Your Rights Under UK GDPR

You have the legal right to request access to your data, correct inaccurate information, request deletion, restrict processing, object to certain uses, and request copies of your information in a portable format. You may also withdraw consent at any time for data uses that rely on consent. All requests can be made via email at office@kingdomlifechurchnewcastle.com, and we aim to respond promptly and in accordance with GDPR guidelines.

14. Cookies & Website

Our website may use cookies to improve your browsing experience, track website performance, and analyse visitor behaviour. Cookies are small text files saved on your device. You can disable cookies through your browser settings, though some website features may not function properly. Cookie data helps us understand how visitors use our site and supports improvements in website performance and design.

15. Security

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.

16. Contact Details

For questions or requests related to your personal data, please contact us at office@kingdomlifechurchnewcastle.com or call **0191 2242422**. Our leadership team will assist you with GDPR-related matters.

17. 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 Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.