

Kairos Network Church Privacy Notice

Last updated July 2026

Who we are

The Board of Trustees of Kairos Network Church is the data controller for the personal information described in this privacy notice.

This notice explains how we collect, use, store and protect your personal information in accordance with UK data protection law.

We are committed to handling your personal information lawfully, fairly and transparently. We only collect the information we need, use it for the purposes explained in this notice, keep it secure and only retain it for as long as necessary. Our staff and volunteers are expected to follow our Data Protection Policy whenever they handle personal information.

At a glance

We use your personal information so that we can:

- welcome and support people in our church community;
- organise services, groups and events;
- provide pastoral care;
- process donations and Gift Aid;
- meet our legal responsibilities; and
- keep your information safe and secure.

We will only use your information where we have a lawful reason to do so and we will never sell your personal information.

What information we collect

The information we collect depends on your relationship with Kairos Network Church.

Church members

We may collect:

- your name, title, photograph, contact details, date of birth, gender, marital status and nationality;
- information about your involvement in church life;
- donation and Gift Aid information; and
- where necessary, special category personal data such as your religion, family information or information you choose to share with us about your health, ethnicity or other sensitive matters.

Employees and volunteers

In addition to the information above, we may collect:

- bank details and National Insurance number;
- employment, education and qualification records;
- references; and
- DBS and other safer recruitment information where required for the role.

Hall hirers

If you hire Westcliffe Hall or one of our meeting rooms, we will collect the information needed to manage your booking, including your name, contact details and payment information.

Resurrection Bikes

If you donate or buy a bike, we will collect the information needed to manage your donation or sales appointment, including your name and contact details.

How we collect your information

Most of the personal information we hold is provided directly by you. For example, when you:

- complete a form on one of our websites;
- contact us by email, telephone or social media;
- speak to a church leader or team member;
- join the church or one of our groups;
- create or update your MyChurchSuite account (our secure online church member portal);
- make a donation or complete a Gift Aid declaration;
- apply for employment or a volunteer role;
- book Westcliffe Hall or one of our meeting rooms; or
- donate or enquire about a bike through Resurrection Bikes.
- Where information relates to children or young people, we will normally obtain it from a parent or guardian or from the individual where appropriate.

In some circumstances, we may also receive information from trusted organisations where they have a lawful basis for sharing it with us, or from publicly available sources where this is relevant to our charitable activities, safeguarding responsibilities or administration.

CCTV operates at Westcliffe Hall to help protect people, property and equipment, and to support safeguarding and crime prevention. Recordings are normally kept for up to 30 days unless they are required as part of an investigation.

Where we rely on your consent to process your personal information, you can withdraw that consent at any time by contacting us at office@kairoschurch.net. This will not affect any processing carried out before your consent was withdrawn.

If you are a church member, you can update many of your personal details and communication preferences at any time by logging into MyChurchSuite.

Our legal basis for using your information (Article 6 UK GDPR)

The UK General Data Protection Regulation (UK GDPR) requires us to have a lawful basis for collecting and using your personal information. Depending on why we are using your information, we rely on one or more of the following lawful bases:

- **Your consent** – for example, where you have agreed to receive news, updates, information about events, activities and services.
- **Legal obligations** – We process personal information where this is necessary to comply with our legal obligations. This includes, for example, administering Gift Aid, meeting our obligations under employment, social security and social protection law, complying with Canon Law, and fulfilling requirements under the Church Representation Rules, such as administering and publishing the Mission Initiative Roll.
- **Legitimate interests** – We may process personal information where this is necessary for our legitimate interests or those of a third party, provided these interests are not overridden by your rights and freedoms. This includes, for example, carrying out safeguarding activities to help protect children and adults at risk.

- **Contracts** – We process personal information where this is necessary to enter into or perform a contract with you. For example, this includes processing your information in connection with the hire of church facilities, or through your contact with Resurrection Bikes.

We do not make decisions about you based solely on automated processing or profiling where those decisions would have legal or similarly significant effects.

How we use special category personal data (Article 9 UK GDPR)

Some information we hold is more sensitive and is known as "special category personal data" and it requires additional protection under the UK GDPR. Where we process this type of information, we rely on one or more of the following conditions under Article 9 of the UK GDPR:

- **Religious organisations** – As a not-for-profit organisation with a religious purpose, we may process special category personal data relating to our members, former members and people who have regular contact with the church as part of our legitimate activities. We will not share this information with third parties without your consent unless we are required or permitted to do so by law.
- **Explicit consent** – We may process special category personal data where you have given us your explicit consent for a specific purpose.
- **Legal obligations and employment** – We may process special category personal data where this is necessary to meet our obligations or exercise our rights in relation to employment, social security or social protection law.
- **Safeguarding** – Where permitted by law, we may process special category personal data to help protect children and adults at risk and to fulfil our safeguarding responsibilities.
- **Other legal conditions** – We may also process special category personal data where another condition set out in Article 9 of the UK GDPR applies.

How we use your information

The Board of Trustees of Kairos Network Church is committed to protecting your personal information and handling it responsibly. We keep personal information accurate and up to date where possible, store it securely, and only keep it for as long as necessary. We have appropriate technical and organisational measures in place to protect personal information from loss, misuse, unauthorised access or disclosure.

We use your personal information to:

- maintain our membership records;
- process donations, Gift Aid claims and keep our financial records;
- communicate with you about church news, events, activities, services and changes to these or to our church leadership;
- manage our employees, volunteers and role holders;
- process applications for grants, employment or volunteer roles;
- administer the hire of Westcliffe Hall, including rental agreements and payments;
- administer donations and sales through Resurrection Bikes;
- meet our legal and regulatory obligations, including maintaining the Mission Initiative Roll in accordance with the Church Representation Rules;
- provide pastoral care and spiritual support, such as visiting people who are ill, bereaved or unable to attend church;
- arrange and conduct church services and life events, including baptisms, confirmations, weddings and funerals;
- carry out our charitable and community activities in line with our mission and charitable purposes;
- ask for your feedback or views about our activities; and
- send you information you have requested, including fundraising appeals and other communications where appropriate.

Safeguarding

Keeping children, young people and adults at risk safe is one of our legal and moral responsibilities. We process personal information where necessary to:

- recruit and support staff and volunteers safely;
- carry out DBS and other appropriate background checks where required;
- respond to safeguarding concerns, allegations or complaints;
- work with statutory agencies where necessary to protect children and adults at risk; and
- fulfil our safeguarding responsibilities in accordance with UK law and recognised safeguarding guidance.

We only use and share safeguarding information where it is necessary and lawful to do so.

Who we share your information with

We treat your personal information as confidential and only share it where it is necessary to carry out the work of the church, provide services on our behalf, comply with the law or where you have given your consent.

Depending on the reason for processing, we may share your personal information with:

- church staff, trustees and authorised volunteers who need the information to carry out their role;
- leaders of Kairos Network Church groups, where you have asked to join a group;
- ChurchSuite, which we use to manage membership information, events and church administration;
- Mailchimp, which we use to send email communications where you have asked to receive them;
- HM Revenue & Customs (HMRC), to process Gift Aid claims;
- banks and payment service providers, to process donations and payments;
- professional advisers, auditors and insurers where necessary;
- statutory bodies, regulators or law enforcement agencies where required by law; and
- other organisations where you have asked us to do so or have given your consent.

All organisations that process personal information on our behalf are required to keep your personal information secure and only use it for the purposes we specify.

Some of our service providers may process personal information outside the United Kingdom. Where this happens, we ensure appropriate safeguards are in place in accordance with UK data protection law.

We will never sell your personal information or share it with third parties for their own direct marketing purposes.

MyChurchSuite

Kairos Network Church uses MyChurchSuite to manage membership information and communicate with members.

By default, your name is visible to other church members who have access to MyChurchSuite. You can choose whether to make additional information, such as your email address, home address and telephone number, visible to other members. You can also choose not to appear in the member directory at all.

We encourage members to log in to MyChurchSuite each year to check that their personal information is accurate and to review their privacy preferences.

How we keep your information secure

We take the security of your personal information seriously.

Most of the personal information we hold is stored securely in ChurchSuite, our church management system. ChurchSuite acts as a data processor on our behalf and is contractually required to keep your personal information secure and only process it in accordance with our instructions.

Paper records, such as Gift Aid declarations and consent forms, are kept in locked storage with access restricted to authorised staff and volunteers.

We have appropriate technical and organisational measures in place to protect your personal information from unauthorised access, loss, misuse, alteration or disclosure. Access to personal information is limited to those who need it to carry out their role.

If you have a MyChurchSuite account, you are responsible for keeping your username and password secure and for not sharing them with anyone else.

If a personal data breach occurs that is likely to result in a risk to your rights and freedoms, we will report it to the Information Commissioner's Office (ICO) and, where required by law, inform you without undue delay.

How long we keep your information

We only keep your personal information for as long as it is needed for the purpose it was collected or to meet our legal, regulatory or operational requirements. When we no longer need it, we will securely delete or destroy it unless we are required by law to keep it for longer.

The table below explains how long we normally keep different types of information.

Type of information	How long we keep it
Membership or volunteer records	For as long as you are a member or volunteer, and for up to 12 months after your membership or voluntary work ends.
Employee records	For up to 6 years after your employment ends, unless employment law requires a longer retention period.
Financial records, including Gift Aid	At least 6 years after the end of the relevant tax year, or longer where required by HM Revenue & Customs (HMRC).
Safeguarding records	In accordance with current safeguarding guidance issued by the Church of England and applicable legislation.
DBS information	We retain DBS information in line with the DBS Code of Practice and current Church of England safeguarding guidance. We do not keep DBS certificates longer than necessary.
Hall hire records	Up to 12 months after the hire has ended, unless we need to keep them for legal or financial reasons.
Resurrection Bikes records	Up to 12 months after the donation or sale of a bike.
CCTV recordings	Normally up to 30 days, unless footage is required for the investigation of an incident, insurance claim or legal proceedings.
Records that we are legally required to keep permanently	Kept permanently where required by law or to preserve the historical record of the church.

If you would like more information about our retention periods, please contact us using the details at the end of this privacy notice.

Website cookies

Our websites use cookies to help them work properly and provide you with the best possible experience.

Some cookies are essential for the websites to function and cannot be switched off. We will only place non-essential cookies on your device if you have given your consent through our cookie banner.

We do not use Google Analytics or any other analytics cookies to track how visitors use our websites.

You can manage or withdraw your cookie preferences at any time through our cookie settings. You can also delete cookies through your web browser settings, although this may affect how some parts of the websites work.

Links to other websites

Our websites may contain links to other websites. If you follow a link to another website, that website will have its own privacy notice and cookie policy.

We are not responsible for the privacy practices of other websites and encourage you to read their privacy notices before providing any personal information.

Your rights

Under the UK General Data Protection Regulation (UK GDPR), you have a number of rights in relation to your personal information. These include the right to:

- **Access your personal information** – You can ask for a copy of the personal information we hold about you.
- **Correct your information** – You can ask us to correct information that is inaccurate or complete information that is incomplete.
- **Ask us to delete your information** – You can ask us to erase your personal information in certain circumstances.
- **Restrict how we use your information** – You can ask us to limit the way we use your personal information in certain circumstances.
- **Object to processing** – You can object to our processing of your personal information in certain circumstances.
- **Data portability** – Where applicable, you can ask us to transfer the personal information you have provided to another organisation or directly to you.
- **Withdraw your consent** – Where we rely on your consent to process your personal information, you can withdraw your consent at any time. This will not affect the lawfulness of any processing carried out before you withdrew your consent.

There is normally no charge for exercising your rights.

If you would like to exercise any of these rights, please contact us using the details below. We will respond to your request within one month unless the law allows us to extend this period.

Contact us

If you have any questions about this privacy notice or how we collect, use or protect your personal information, please contact:

The Board of Trustees of Kairos Network Church

Email: office@kairoschurch.net

2 Harlow Terrace
Harrogate
North Yorkshire
HG2 0PN

How to make a complaint

If you have any questions or concerns about how we use your personal information, please contact us first. We will do our best to resolve your concerns.

If you are not satisfied with our response, or you believe we are not processing your personal information in accordance with the law, you have the right to make a complaint to the Information Commissioner's Office (ICO).

Information Commissioner's Office (ICO)

Telephone: **0303 123 1113**

Website: **www.ico.org.uk**

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1.0	13 th July 2026	July 2027