

Privacy Policy

Last Updated: 10.04.2018

Abundant Life Resources Ltd & it's charity, LIFE Church UK, (which includes LIFE Centre Events, LIFE Daycare, The Retail Shop & The Coffee Shop) are committed to protecting your privacy. This privacy policy explains how we use any personal information we collect about you when you use this website, access one of our services or book in to one of our events. LIFE Church UK is registered with the Information Commissioner's Office (ICO). Our named data officer is Rob Hutcheson, who can be contacted regarding any queries about this policy on data@lifechurchhome.com

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What information do we collect about you?

We collect information about you when you submit an enquiry, access one of our services (i.e. register your child in LIFE Daycare), provide your details requesting further information, book into an event, give financially to the charity or request to join our mailing list.

How will we use that information about you?

We initially collect information about you to process your enquiry, manage your booking or process your giving. We will then use your information to provide you with any service(s) we have agreed with you.

We may also contact you with information about further services or events that may be of interest to you, or to invite you to take part in feedback in relation to our services and events. In the case of financial giving, we may contact you to update you about our work or to invite you to fundraising or other events.

Sharing your information

We will not normally share any information we hold about you with others without your prior consent, unless one of the following exceptions apply. We may disclose information we hold about you if:

- It is necessary for law enforcement or similar purposes
- To review the quality of our services - for example, we regularly employ auditors to inspect our files and assist with maintaining high levels of security & integrity across our organisation. HMRC also have the right to review our files to ensure we are complying with their rules

- As a necessary part of providing you with our service(s) or contacting you as a member, donor or customer - for example, by using a third party mailing house to process our communications
- As a necessary part of ensuring we comply with our legal obligations as a data controller - for example, sending information to HMRC for gift aid purposes

Third parties we work with are:

Ofsted

HMRC

Bradford Sufficiency Team (for the purposes of funded places)

Bradford Safeguarding Children's Board (safeguarding and child protection incidents)

Bradford Equality and Access Team

Text local (to text you with emergency information)

Tapestry (digital learning journals)

Training providers (applicable to staff only)

Disclosure and Barring Service (applicable to staff only)

Emplaw (applicable to staff only)

How long will we keep your data?

We will retain your information for as long as you are registered with us as interested in or using our services. You may request at any time for your information to be removed from our database or to change the way you are contacted (see [Requesting access to, updating & removing your data](#) section below). Even if your information is removed from our database, some personal data will continue to be archived in line with HMRC or other legal regulations.

Your rights

As an individual, you have control over what information we hold about you, how it is used, and whether you are happy for us to keep it. General Data Protection Regulation (GDPR) states that you have:

- The right to be informed - *to know what information we collect about you and why. This Privacy Policy is in response to this right.*
- The right of access - *to see what information we hold about you and to verify the lawfulness of our processing of your data*
- The right to rectification - *to rectify the information we hold if it is incomplete or inaccurate*
- The right to erasure - *"to be forgotten"; to have your information removed*
- The right to restrict processing - *to change the way in which we use your data*
- The right to data portability - *to obtain your information in order to transfer it to another service or organisation*
- The right to object; and - *to object to the way in which we are using your data*
- The right not to be subjected to automatic decision making including profiling - *to have your information removed from any databases subject to automatic decision making processes*

To exercise any of your rights regarding your personal information, please contact the data officer on data@lifechurchhome.com

Requesting access to, updating & removing your data

You have the right to request details of all the information we hold about you. To do this, you should email us on data@lifechurchhome.com . There is no charge for this, however if you are making multiple requests for the same information, we retain the right to charge an administration fee. We will respond to your request within 1 month, unless clarification is required.

You also have the right to ask us to update your information or have it removed from our database. This can be done using the same process as above and will be subject to our data storing timelines.

Complaints

In the first instance, we would ask that all complaints regarding the handling of your data be sent directly to our data officer via email to data@lifechurchhome.com, or in writing to Data Officer, LIFE Church, Wapping Road, Bradford, BD3 0EQ.

If you feel your complaint has not been handled appropriately, you can contact the Information Commissioner's Office (ICO).

Cookies

Certain parts of our website use cookies. Cookies are text files placed on our computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and produce statistical reports. For more information about cookies visit www.bbc.co.uk/webwise/guides/about-cookies.

You can set your browser not to accept cookies, however a few features of our website may not work correctly as a result.

Secure Certificate

All payment transactions on www.lifechurchhome.com are carried out over an SSL Encrypted secure connection. We do this using industry standard technology. The padlock symbol, at the bottom of your browser window confirms this level of encryption. If you click on this, you will see our Verisign secure certificate, meaning your data is online visible to us.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this webpage. This privacy policy was last updated on 10th April 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you.

Data Officer
data@lifechurchhome.com

LIFE Church
Wapping Road

Bradford
BD3 0EQ

For more information about your legal rights in relation to the information we hold about you, please visit the Information Commissioner's Office at ico.org.uk