**Privacy Policy**

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KHNSC.CO.UK is provided by Kings Heath National Spiritualist Church which is affiliated to Spiritualist National Union (SNU).

The data controller for KHNSC.CO.UK is the Kings Heath National Spiritualist Church. A data controller determines how and why personal data is processed.

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**What data we need**

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The personal data we collect from you includes:

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* questions, queries or feedback you leave, including your email address if you contact KHNSC.CO.UK or leave names in our Healing Book
* your email address and subscription preferences when you sign up to our email alerts.
* In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet;  We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page using cookies and page tagging techniques.

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**Why we need it**

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We collect data in order to:

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* gather feedback to improve our services, for example our email alerts
* respond to any feedback you send us, if you’ve asked us to
* send email alerts to users who request them
* allow you to access services such as Lyceum documentation

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**What we do with your data**

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The data we collect IS NOT shared with anyone outside the Committee of the church.

We will not:

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* sell or rent your data to third parties
* share your data with third parties for marketing purposes

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We will share your data if we are required to do so by law – for example, by court order, or to prevent fraud or other crime.

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**How long we keep your data**

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We will only retain your personal data for as long as:

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* it is needed for the purposes set out in this document
* the law requires us to
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In general, this means that we will only hold your personal data for a minimum of 1 month and a maximum of 1 year.  We would seek annual confirmation for email alerts.

**Children’s privacy protection**

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Our services are not designed for, or intentionally targeted at, children 13 years of age or younger. We do not intentionally collect or maintain data about anyone under the age of 13.

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**Where your data is processed and stored**

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We design, build and run our systems to make sure that your data is as safe as possible at any stage, both while it’s processed and when it’s stored.

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Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com’s data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

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**How we protect your data and keep it secure**

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We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data – for example, we protect your data using varying levels of encryption.

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We also make sure that any third parties that we deal with (Web site Host and Google Gmail) keep all personal data they process on our behalf secure.

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**Your rights**

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You have the right to request:

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* information about how your personal data is processed
* a copy of that personal data
* that anything inaccurate in your personal data is corrected immediately

You can also:

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* raise an objection about how your personal data is processed
* request that your personal data is erased if there is no longer a justification for it
* ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests, get in contact with our Data Protection Officer dpo@khnsc.co.uk.

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**Links to other websites**

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KHSNC.CO.UK contains links to other websites.

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This privacy policy only applies to KHNSC and doesn’t cover other services and sites that we link to. These sites/services, such as Facebook, have their own terms and conditions and privacy policies.

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**Following a link to another website**

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If you go to another website from this one, read the privacy policy on that website to find out what it does with your information.

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**Following a link to KHNSC.CO.UK from another website**

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If you come to KHNSC.CO.UK from another website, we may receive information from the other website. We don’t use this data. You should read the privacy policy of the website you came from to find out more about this.

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**Changes to this policy**

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We may change this privacy policy. In that case, the ‘last updated’ date at the bottom of this page will also change. Any changes to this privacy policy will apply to you and your data immediately.

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If these changes affect how your personal data is processed, KHNSC will take reasonable steps to let you know.

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You can see previous versions of this page.

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**Contact us or make a complaint**

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Contact the Data Protection Officer (DPO) at dpo@khnsc.co.uk if you:

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* have any questions about anything in this document
* think that your personal data has been misused or mishandled

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Last updated 24/05/2018