



# Koinonia

## EVANGELICAL CHURCH

### **Privacy Policy**

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

#### **Why do we collect and use your information?**

We collect and use your information to:

- (1) send you our weekly news email and other communications regarding our activities
- (2) to provide appropriate pastoral care
- (3) to monitor and assess the quality of our services
- (4) to fulfil our purposes as a church
- (5) to comply with the law regarding data sharing

We do not share your information with others except as described in this notice.

The categories of information that we may collect, hold and share (as described in this notice) include:

- Personal data (such as name, telephone number, address and email address)

#### **Storing your data**

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Where necessary, we will contact you at least annually to check that the information we are holding is accurate and that you agree to us holding it.

#### **Who do we share your information with?**

We only share your information with third parties if:

- (i) The law requires us to do so
- (ii) We have your consent to do so
- (iii) For processing necessary to providing our services (e.g. cloud storage). If we engage another organisation to process personal data on our behalf, we will be satisfied that it has the necessary technical and organisational measures to keep the data safe, before doing so. We hold a register of all such third-party processors.

#### **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact

[secretary@koinonia-andover.com](mailto:secretary@koinonia-andover.com)

**You also have the right to:**

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact [secretary@koinonia-andover.com](mailto:secretary@koinonia-andover.com)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Use of Photography**

We want to celebrate the life of the Church on our website and social media platforms and the use of photographs will help us do this.

There will be an option for people to say they do not wish to have their photo shared publicly by contacting Hilary Rushworth. From time to time, both in the newsletter and at events, we will remind people of this option.

Photographs will be taken at public events where it could be realistically expected photographs will be taken, and images will focus on small groups rather than individuals.

Photographs and digital images should be stored appropriately in a secure location that cannot be accessed by the public.

**Use of Photography of Children and Young People**

To use any image of a child, prior authority should be sought using the permission slip given to parents / guardians of young people within our fellowship.

**Contact:**

If you would like to discuss anything in this privacy notice please contact:  
[secretary@koinonia-andover.com](mailto:secretary@koinonia-andover.com)

3<sup>rd</sup> December 2024

Reviewed and updated to include use of photography 13<sup>th</sup> January 2026

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