

King's Church

Restoring the Foundations - Issue Focused Ministry

Ministry Receiver's Data Protection Statement

King's Church is committed to discretion and confidentiality in every appropriate context and at every stage of ministry undertaken by the King's Church Restoring the Foundations (RTF) Issue Focused Ministry Teams.

All hard copy personal data and information received or recorded prior to and during the course of the ministry is securely held under lock and key unless being used to prepare, process or execute ministry.

Personal data held digitally/electronically will only be held on an encrypted hard drive, encrypted 'memory stick' - or similar encrypted device. A PC/laptop/tablet may be used to process or update that data.

After the ministry is completed, the following documents will normally be retained securely either as hard copy or digitally (as above) for the King's Church records:

- **A copy of this page** giving your permission for us to process and store your data (signed & dated by yourself).
- **A copy of the RTF 'Waiver of Liability and Confidentiality' page** confirming that you understand the nature of the RTF prayer ministry that you receive and the circumstances in which confidentiality may be waived, (signed & dated by yourself – included in 'IFM PQ').
- **A copy of the IFM 'Ministry Receiver – Ministry Highlights' page**, received during your ministry.
- **A copy of your IFM 'Personal Questionnaire'.**

These documents will be stored securely for 7 years, and then destroyed.

Purposes

The personal data you provide is for the purposes of our ministry to you. It will not be passed to any third parties without your consent, save where there is a legal obligation to do so.

Persons responsible

If you have any concerns or queries on this statement or other issues relating to data protection, contact the chairman of the board of King's Church; Johannes Deelstra, johannes1717@yahoo.com.

You have a right of access to the personal data that we hold about you. To make a request for your personal information please use the contact details above.

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.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us (Johannes Deelstra, johannes1717@yahoo.com) in the first instance or directly to the 'Autoriteit Persoonsgegevens' at <https://www.autoriteitpersoonsgegevens.nl/een-tip-of-klacht-indienen-bij-de-ap>.

Permission to process and hold information

We believe we have a legitimate interest in holding the above information, in order to provide our services to you and to document the services provided.

If you are in agreement with the above, please indicate this by ticking the box below, signing and returning this sheet to Marlisa Glastra, (marlisa.glastra@gmail.com), without waiting until you have completed the IFM Personal Questionnaire.

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I agree with the above conditions and give my consent to King's Church to hold and process my data as set out above.

Name _____

Signed _____

Date _____

(NB Ministry will not proceed without your agreement and signature.)

**Please keep one copy of this document for yourself,
& return the other copy to Marlisa Glastra**

A copy of the King's Church Privacy Statement is held on our website
and may be referenced at:
www.kingschurch.nl/privacy.