



PRIVACY NOTICE

WORK IN GOD

Issue 1 August 2026

Work In God Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

- [Contact details](#)
- [Data Protection](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [Who we share information with](#)
- [Sharing information outside the UK](#)
- [How to complain](#)

Contact details

Email

General - info@workingod.com

Queries/ Technical Support - Support@workingod.com

Data Protection

The policy will ensure that Work In God complies with data protection legislation. This requires that Work In God does not retain personal data for longer than is necessary.

The principles of the data protection legislation require that Work In God must only keep data when there is a valid reason for doing so and will ensure that the records kept meet at least one of the valid reasons detailed in the legislation. Records will be held securely and will be kept only whilst there is a business or legal need for them. Records will be easily retrievable and will allow a natural person access to

the information held by Work In God with respect to their information should they request it.

Work In God will ensure that data is secure when it is on any premises occupied by Work In God. A record of the storage location will be maintained for all records.

All records created by or on behalf of Work In God remain the property of Work In God. Records, both hard copy and electronic will be securely disposed of or released in accordance with legislation and Work In God's business needs. Work In God will maintain retention schedules tracking the retention and disposal of records.

What information we collect, use, and why

We collect or use the following information to provide and improve website features, Work In God products and services for members:

- Names and contact details
- Addresses
- Gender
- Occupation
- Date of birth
- Payment details (Financial information will not be retained longer than is necessary to process a single transaction).
- Transaction data (including details about payments to and from you and details of products and services you have purchased)
- Usage data (including information about how you interact with and use our website, products and services)
- Information relating to compliments or complaints
- Video recordings
- Audio recordings (eg calls)
- Account access information
- Website user information

We also collect or use the following special category information to provide and improve products and services for clients. This information is subject to additional protection due to its sensitive nature:

- Religious or philosophical beliefs

We collect or use the following personal information for the operation of member accounts:

- Names and contact details
- Addresses
- Purchase or service history
- Account information, including registration details
- Information used for security purposes
- Marketing preferences
- Technical data, including information about browser and operating systems

We also collect or use the following special category information for the operation of member accounts. This information is subject to additional protection due to its sensitive nature:

- Religious or philosophical beliefs

We collect or use the following personal information for information updates or marketing purposes:

- Names and contact details
- Addresses
- Profile information
- Marketing preferences
- Purchase or account history
- Website and app user journey information
- IP addresses

We also collect or use the following special category information for information updates or marketing purposes. This information is subject to additional protection due to its sensitive nature:

- Religious or philosophical beliefs

We collect or use the following personal information for dealing with queries, complaints or claims:

- Names and contact details
- Addresses

- Payment details
- Account information
- Purchase or service history
- Photographs
- Customer or client accounts and records
- Financial transaction information
- Correspondence

We also collect or use the following special category information for dealing with queries, complaints or claims. This information is subject to additional protection due to its sensitive nature:

- Religious or philosophical beliefs

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access](#).
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification](#).
- Your right to erasure - You have the right to ask us to delete your personal information. [Read more about the right to erasure](#).

- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- Your right to object to processing - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in a reasonable period.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to provide and improve products and services for clients are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:

- To improve Work In God website functions and grow the directory for the members. It is necessary and in Work In God's best business legitimate interest to continue to develop the Work In God platform in line with real member usage. It is in the members best legitimate interest to see improvements made to the platform to better help the ease of use of the Work In God Platform.

Also

Providing an ongoing service to the member (e.g. sending a newsletter, publication or ongoing website updates to an individual, ongoing training or participation in Work In God's programs and other benefits)

Our lawful bases for collecting or using personal information for the operation of client or customer accounts are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract of membership with you. All of your data protection rights may apply except the right to object.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - Collecting personal information may be required for member accounts to help members to save content and comments made in their dashboard. This is in the Members best legitimate interest so they are able to easily find their saved content on the site and be quickly notified of responses. It is in Work In God's best legitimate interest to enable member content to be saved to their dashboard to help ease of access to the site and to better understand what content is popular and should be increased.

Our lawful bases for collecting or using personal information for information updates or marketing purposes are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to

object. To be clear, you do have the right to withdraw your consent at any time.

- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - Collecting non-identifiable information regarding the membership to their faith, gender and location will help Work In God’s Legitimate business interest in promoting the platform's services to those who would be inclined to use the site. The members would benefit from the directory increasing and for other members joining from similar locations to better build the professional network of creatives and business owners.

Our lawful bases for collecting or using personal information for dealing with queries, complaints or claims are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - To resolve disagreements or investigate reports made by the members and public. This may include recording \/ documenting complaints made to ensure proper procedure is followed. This is of legitimate interest of the member to ensure their case and details provided are accurately documented and investigated. It is in Work In God’s best business legitimate interest to document, record and comply with necessary legal requirements and ensure an efficient and fair solution is reached for the member/ public.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Where we get personal information from

- Directly from you

How long we keep information

Work In God retains only that data that is necessary to effectively conduct its website activities, membership subscriptions, fulfill its mission and comply with applicable laws and regulations.

Record Type	Retention Purpose	Retention Period
Website visitor	Services requested/initiated through the Work In God website	As long as necessary to provide requested services
Contributor	Business Needs, Contributions, Content, Member Originated Media	Year of Contribution, up to 5 year
Event participant	Business Needs, Follow up activities, reports, content, promotion	Event Duration, up to 5 years
Program Participant	Business Needs, Participant data, sign in-sheets, reports	Duration of Grant agreement
Tax Payments	Business Needs	6 years
Personal Data	Business Needs	Kept for duration of Membership and up to 6 years
Operational Data	Business Needs	As necessary up to 6 years

Website visitor data will be retained as long as necessary to provide the service requested/initiated through the Work In God website.

Contributor data will be retained for the year in which the individual has contributed and then for 5 years after the date of the last contribution. This notice does not supersede or change prior agreements or contracts.

Event participant data will be retained for the period of the event, including any follow up activities, such as the distribution of reports, content, plus a period of 5 years;

Program participant data (including sign in sheets) will be retained for the duration of the grant agreement that financed the program plus any additional time required under the terms of the grant agreement.

Personal data of members, customers, subgrantees, subcontractors and vendors will be kept for the duration of the membership, contract or agreement. Plus an additional period to deal with refunds, disputes, chargebacks, complaints, and legal claims for a period up to 6 years.

Data associated with tax payments (including payroll, corporate and VAT) will be held for 6 years.

Operational data related to program proposals, cookies & website function reporting and program management will be held for the period required by Work In God, the Work In God donor, but not more than 6 years.

Data Destruction

Data destruction ensures that Work In God manages the data it controls and processes it in an efficient and responsible manner. When the retention period for the data as outlined above expires, Work In God will actively destroy the data covered by this policy. Unless there is believed to be a legitimate business reason why certain data should not be destroyed at the end of a retention period, this data will be identified and information provided as to why the data should not be destroyed. Any exceptions to this data retention policy must be approved by Work In God and follow due legal and reasonable proceedings.

Review and Audit

Records will be reviewed by the data owner against the Record Retention Schedule on an annual basis. Where there is no longer a legal, business or historical requirement to retain the record a Disposal Request form will be completed and passed to the CEO.

Who we share information with

Data processors

Email Marketing

This data processor does the following activities for us: Manage e-mail communications and newsletters

Others we share personal information with

- Professional or legal advisors
- Regulatory authorities
- Organisations we're legally obliged to share personal information with
- Publicly on our website, social media or other marketing and information media
- Suppliers and service providers

Sharing information outside the UK

Where necessary, our data processors will share personal information outside of the UK. When doing so, they comply with the UK GDPR, making sure appropriate safeguards are in place.

For further information or to obtain a copy of the appropriate safeguard for any of the transfers below, please contact us using the contact information provided above.

Organisation name: MailerLite Limited

Category of recipient: Email Marketing

Country the personal information is sent to: Ireland, EU, (anywhere in the world)

How the transfer complies with UK data protection law: Addendum to the EU
Standard Contractual Clauses (SCCs)

How to complain

If you have any concerns about our use of your personal information, you can make a data protection complaint to us:

Email: Support@workingod.com

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

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SUPPORT@WORKINGOD.COM

