

Bretton Baptist Church

Privacy Policy

1. Who are we?

Bretton Baptist Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR) and the Data Protection Act 2018.

3. How do we process your personal data?

Bretton Baptist Church complies with its obligations under the GDPR and Data Protection Act 2018 by keeping personal data up to date; by processing personal data lawfully, fairly and in a transparent manner, by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- a) maintain our list of church members and regular attenders;
- b) provide pastoral support for members and others connected with our church;
- c) provide services to the community including Toddler Group, Foodbank and Café;
- d) safeguard children, young people and adults at risk;
- e) recruit, support and manage staff and volunteers;
- f) maintain our accounts and records;
- g) to inform you of news, events, activities and services running at Bretton Baptist Church;
- h) maintain the security of property and premises;
- i) respond effectively to enquirers and handle any complaints.

4. What is the legal basis for processing your personal data?

Consent: the data subject has given explicit consent for us to process their personal data for a specific purpose.

Legitimate interests: the processing is carried out in the course of the legitimate interests pursued by Bretton Baptist Church, unless these are overridden by the interests, rights and freedoms of the data subject.

Contract: the processing is necessary for a contract with the data subject.

Legal obligation: the processing is necessary in order to comply with a legal obligation.

Vital interests: the processing is necessary to protect someone's life.

Public task: the processing is necessary for us to perform a task in the public interest and the task or function has a clear basis in law.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members or regular attenders of the church for purposes connected with the church. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the Data Retention Policy. We will not keep personal data longer than is necessary for the purposes that it was collected.

7. Your rights and your personal data

Unless subject to an exemption under the Data Protection Act 2018/GDPR, you have the following rights with respect to your personal data:

- The right to be informed (the purpose of this Privacy Policy);
- The right to request a copy of your personal data which Bretton Baptist Church holds about you;
- The right to request that Bretton Baptist Church corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Bretton Baptist Church to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that Bretton Baptist Church provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data. [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]

8. Data Protection Policy

For further information, please refer to our Data Protection Policy, a copy of which is available from the church office.

9. Contact Details

To exercise all relevant rights, queries or complaints, please contact the Office Manager at Bretton Baptist Church, Copeland, South Bretton, Peterborough, PE3 6YJ.

Phone: 01733 268068. Email: office@brettonbaptist.org.uk

You can also contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Adopted: September 2018
Review Date: September 2019