

DATA PRIVACY NOTICE

Salem Baptist Church, Ramsey

1. 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").

2. Who are we?

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

3. How do we process your personal data?

The Church Officers of Salem Baptist Church complies with its obligations under the "GDPR" by keeping personal data up to date; 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: -

- To enable us to provide a voluntary service for the benefit of the public;
- To administer membership and regular attenders records;
- To provide pastoral support for members and others connected with our church;
- To provide services to the community including the Little Lambs Toddler Group, Crossroads, Trekkers, and Time Out;
- To fundraise and promote the interests of the charity;
- To manage our volunteers and employees;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Salem Baptist Church;
- To maintain the property and premises;
- To share preachers contact details with other like minded churches.

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

We have a legal obligation to process data for financial records and to make safeguarding checks. In order to run the church worship and activities we have a legitimate interest to process data of those attending activities and providing services within the church. We also maintain a record of church meeting minutes under legitimate interest.

5. Sharing your personal data

In order to carry out legal obligations we share your data with some third parties such as HMRC all these organisations are GDPR compliant.

Contact details may be shared between members and other churches in the interest of supporting one another and our friends in like minded churches.

6. How long do we keep your personal data?

We keep data in accordance with legal requirements where appropriate. Contact details of children are destroyed after they have stopped attending activities for 1 year at the time of the

annual review of contact details. Church member records are kept in perpetuity.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the church holds about you;
- The right to request that the 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 the church to retain such data;
- The right to request that your personal data is not shared;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Church Officers at Salem Baptist Church, High Street, Ramsey, Cambridgeshire PE26 1AB.

You can contact the Information Commissioners 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.