

Hadleigh Baptist Church

Privacy Notice

Definition

For the purposes of this document Hadleigh Baptist Church shall mean Hadleigh Baptist Church situated at Falbro Crescent Benfleet Essex SS7 2SE

What is a Privacy Notice?

A Privacy Notice explains what information we hold about you, why we hold it, how we use it, how we protect it and how you can change it or remove it.

Who is the Data Controller?

Under Data Protection legislation the Church Charity Trustees (including Minister(s), Elder(s), Administrator, Treasurer & Deacons) of Hadleigh Baptist Church are the Data Controller and can be contacted by ringing 01702 553467 or emailing hbcharrison@gmail.com

Information we hold about you

We may hold information about you that you have given us including, for example, name(s), address, phone number, email address, date of birth, medical conditions, allergies, dietary requirements, special dates (e.g. baptisms, weddings, funerals & membership), photos & videos, bank account details and donations you have made.

Why we hold this information and how we use it

We collect this information to enable the Church to keep in touch with you, provide pastoral support, help keep you safe and run the Church including its finances. Additionally, information is used for specific groups as listed below.

Data Protection legislation allows us to process this information as we regard it as being in the Church's legitimate interest.

How will you protect my information?

We understand the importance of protecting your information whether it is kept in paper records or on a computer. We will ensure appropriate controls are in place to protect your information and access to it. We keep your information for as long as we need it for the purposes it was collected.

Consent to use your information

Sometimes we need your consent to use your information, for example, to include your information in the Church Directory, Newsheet or Website. If you give your consent this can be withdrawn at any time.

Volunteers

We use your information to ensure you are suitable for the position you are undertaking and to keep in touch with you. This may include a Disclosure and Barring Service (DBS) check, which we are legally required to do. Your name may appear on a rota, which may be available to Church members and friends.

If you serve Hadleigh Baptist Church in a key role then we may pass on your information to the Baptist Union of Great Britain and/or the Eastern Baptist Association to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

Hire of Church and Hall

Your information will be used in respect of your hire of the Church and Hall and is processed due to our legitimate interest and our contract with you.

Gift Aid

If you have signed up to Gift Aid your information will be passed to HMRC.

Church Groups

- Club Tuesday - We collect your information to enable the Church to run Club Tuesday safely and ensure we can contact you (or other nominated adult) in case of an emergency or to keep in touch with you. If you are unable to supply the information requested then we will be unable to accept your child at Club Tuesday.
- Mums & Tots - We collect your information to enable the Church to run Mums & Tots safely and to keep in touch with you.
- Short Mat Bowls Club - We collect your information to enable the Church to run Short Mat Bowls Club efficiently and to keep in touch with you.
- Ladies Prayer & Fellowship Group - We collect your information to enable the Church to run Ladies Prayer & Fellowship Group efficiently and to keep in touch with you.
- Needlework Group - We collect your information to enable the Church to run Needlework Group efficiently and to keep in touch with you.

Our Website

Our Website doesn't use cookies or have a 'contact us' form.

Your right to see, correct and remove your information

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Church Administrator. You also have the right to ask for information which you believe to be incorrect, to be rectified or for information to be removed.

Complaints

If you are concerned about the way your information is being handled please speak to our Church Administrator. If you are still unhappy you have the right to complain to the Information Commissioners Office.