

## **Braintree Baptist Church Privacy Notice**

We are Braintree Baptist Church and our contact details are:

Address: Braintree Baptist Church, Blyths Meadow, Braintree, Essex, CM7 3DA

Email: [office@braintreebaptistchurch.org.uk](mailto:office@braintreebaptistchurch.org.uk)

Telephone: 01376 342650

This privacy notice describes what information we collect about you, the purposes for which we collect it and how we will handle and use it.

For the purposes of data protection law, the Charity Trustees of Braintree Baptist Church are the Data Controllers of the personal data we collect and hold about you and we are therefore responsible for it.

Richard Hadfield is our Data Protection Co-ordinator and is the point of contact for matters relating to the protection of personal data. He can be contacted at the address, email or phone number above.

We are registered with the Information Commissioner's Office registration number ZA441039

### **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 UK General Data Protection Regulation.

### **How do we process your personal data?**

Braintree Baptist Church complies with its obligations under the "UK 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 records.
- To carry out pastoral care.
- To fundraise and promote the interests of the church.

- To manage work carried out by our volunteers.
- 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 Braintree Baptist Church.

### **What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about events held by Braintree Baptist Church.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and
  - there is no disclosure to a third party without consent.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church family in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent.

### **How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary, full details of how long we retain personal data can be found in our Data Retention Schedule.

### **Your rights and your personal data**

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

- The right to request a copy of your personal data which Braintree Baptist Church holds about you.
- The right to request that Braintree 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 Braintree Baptist Church to retain such data.
- The right to withdraw your consent to the processing at any time.

- You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to one of the Charity Trustees.
- The right to lodge a complaint with the Information Commissioners Office.

### **Changes to our Privacy Notices**

We may change our privacy notices from time to time in that case it will be displayed on a notice board within the church and on our website. It is advisable to refer to the privacy notice regularly, particularly before sharing information about yourself which you consider to be sensitive.