



## **PRIVACY NOTICE**

### **WHO WE ARE**

**Dereham Baptist Church** gathers and processes personal information in accordance with this privacy notice and in compliance with the relevant data protection regulations and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

The trustees of Dereham Baptist Church, registered address at Church Annexe, Norwich Street, Dereham, NR19 1BX act as the Data Controller in the collection, use, storing, protection and transfer of your personal information. They can be contacted at 01362 695221 or by emailing [secretary@derehambaptist.org](mailto:secretary@derehambaptist.org)

### **INFORMATION WE COLLECT**

**Dereham Baptist Church** processes your information to meet our legal, statutory, charitable and contractual obligations.

**The data that we collect from you can include, as relevant:-**

- Company and/or Personal Name and Title
- Company and/ or Home address
- Company and/or Personal Email address
- Company and/or Telephone number
- Company and/or Mobile Telephone number
- Date of Birth/Birthday
- Children's details
- Photographs
- Video
- Bank details

**We collect data in the ways described below:-**

Information you give us on contact, application or other forms, collected via. our website, through our Church Computer System - My ChurchSuite, through our interactions with you, or through your email correspondence.

### **HOW WE USE YOUR PERSONAL DATA**

**Dereham Baptist Church** takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where we consider that information, additional services or support may be of use to you we may contact you with details via email. You are free to withdraw your consent at any time.

The purposes and reasons for processing your personal data are detailed below:

- To provide Pastoral support to you and your family.
- To produce a Church Directory on Churchsuite and maintain a record of Church Members.
- To notify you of items for prayer and other relevant church information.

- As part of our legal obligation for accounting and tax purposes.
- We have a legal obligation to share your personal data with HM Revenue and Customs when reclaiming Gift Aid on any donations.
- As part of the BMS Birthday Scheme

To enable us to provide adequate pastoral support to you and your family, one of the Ministers may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computers but only accessible by the Ministers. This information will NOT be disclosed to anyone else without your consent.

As part of our Safeguarding, sensitive information may be recorded. This information is stored in a locked cabinet and is only accessible by the Designated Persons for Safeguarding

## **SHARING AND DISCLOSING PERSONAL INFORMATION**

We do not share or disclose any of your personal information without your consent, other than the purposes specified in this notice or where there is a legal requirement.

### **West of England Baptist Association (WEBA)**

We use West of England Baptist Association to process our monthly payroll and they act as a processor on our behalf. We provide them with personal information of employees in order that they may fulfil our contract with them to provide this service.

### **Due Diligence Checking**

DBS applications are processed via Due Diligence Checking. We provide them with personal Information to enable the processing of Criminal Records Checks.

### **Barclays Bank**

The Church holds its accounts with Barclays Bank. Financial details will be shared with them to enable payment of invoices and reimbursement claims.

## **PROTECTION OF DATA**

Dereham Baptist Church takes your privacy seriously and takes every reasonable measure to protect and keep your data secure. All our Church Computers are password protected and access is restricted. Data is also held off- line securely on Google GSuite and Churchsuite.

We will only keep your data for as long as is necessary. Where you are on an email list for Church information, we will keep such data until you notify us otherwise or withdraw your consent or do not respond to our ongoing consent request.

## **YOUR RIGHTS**

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Church Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified. We will strive to do this as quickly as possible unless there is a valid reason for not doing so at which point you will be notified. You also have the right to request erasure of your data.

## **LODGING A COMPLAINT**

Dereham Baptist Church only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws.

If you are concerned about the way your information is being handled please speak to our Data Protection Advisor/Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Dereham Baptist Church

Patricia T.E Waller and Nigel Bayley Data Protection Co-Ordinators

Church Annexe, Norwich Street, Dereham, NR19 1BX

Telephone: 01362 695221

E-mail: [secretary@derehambaptist.org](mailto:secretary@derehambaptist.org)/[nigel@derehambaptist.org](mailto:nigel@derehambaptist.org)

Supervisory Authority

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113