

## **PRIVACY POLICY**

This privacy policy explains the personal information we collect from you and what we do with it.

### **Who is collecting the data?**

The personal data you provide is being collected by Upton Vale Baptist Church.

### **What data is being collected?**

Your name, address, telephone number and e-mail address.

### **When and how will the information be collected?**

Information is collected throughout the year by e-mail request, various forms and telephone calls.

### **How will this information be used?**

We collect this information to enable the church to keep in touch with you about events and news, provide pastoral support as appropriate and to produce a Church Directory.

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 a church computer but the password will only be known by the Ministers and the Pastoral Team.

### **The legal reason for processing your data?**

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. Your information will be entered into our church database which is held on the church office computer which is password protected and accessed by Ministers, Elders, Staff Team and Administration staff.

### **Sharing Data**

The information provided will not be disclosed to anyone without your consent.

### **How long will your information be stored?**

Your contact details will be removed from the database once you are no longer a member of the church or no longer attend the church, unless you ask for it to remain. You can ask for your details to be removed at any time.

## **Your rights**

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Data Protection Officer, Mrs Sue Maloney.

You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled, please contact us using the details below.

Under the new GDPR Regulations the Trustees of Upton Vale Baptist Church are the Data Controller and Sue Maloney is the Data Protection Officer. Contact can be made by ringing 01803 400403 or emailing [sue@uptonvale.org.uk](mailto:sue@uptonvale.org.uk)

If you are still unhappy you have the right to complain to the Information Commissioners Office.

We reserve the right to update this statement at any time without notice.