

## PRIVACY POLICY

This privacy policy explains the personal information we collect from you, how we store it 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, email address and financial information.

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

Information is collected by email 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. Also, to inform strategy and development of our functions as a Church.

To enable us to provide adequate pastoral support to you and your family. Our Ministers, Directors or Leaders may record information which may be regarded as sensitive. This information will be stored in the Cloud and password protected. Passwords will only be known by the Ministers and other appropriate staff.

### **How do we handle your financial information?**

Information on individual donations, payments, gift aid etc. is very sensitive and can only be accessed by two members of the Finance Team. This information is stored in the Cloud, is password protected and can only be accessed by the two people on the Finance Team.

If payments are made online, they will be subject to the privacy policies of your bank and credit or debit card provider. No records will be kept of any debit or credit card information. All payments received online will be processed through Stripe or Go Cardless and therefore will be subject to privacy policies of those organisations.

### **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.

Financial information such as bank account and sort code numbers will be kept in order to process any expenses or re-imbusement claims etc.

## **Storage of documents**

Your information will be entered onto our Church database, which is stored on the Cloud, is password protected and can only be accessed by Ministers, Directors, Elders, Staff Team, Administration staff and Administration volunteers.

## **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. It is a requirement from the Information Commissioners Office to retain certain information, such as date of commencement of membership, baptism date and date of the ceasing of membership etc., to enable ancestry searches.

## **Your rights**

You have the right to ask to see any information we hold about you (including the pastoral support information and financial information) by submitting a 'Subject Access Request' to the Data Protection Officer, Mrs S 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 GDPR Regulations, the Trustees of Upton Vale Baptist Church are the Data Controller, and Mrs Maloney is the Data Protection Officer. Contact can be made through the Church Office.

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.

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