

PRIVACY NOTICE

This privacy notice 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 throughout the year 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 on the iCloud and password protected. Passwords will only be known by the Ministers, other appropriate staff and the Pastoral Team.

Personal information is kept on ChurchSuite and individual people will be responsible for their own information by using 'My ChurchSuite'. This will enable individuals to update their own information and decide what details are shown in the church directory. Individuals will access 'My ChurchSuite' by setting their own password. 'My ChurchSuite' will give them access to all their information such as their record of giving, any events they have attended etc. Other people will only be able to see what individuals allow them to see.

How do we handle your Financial Information?

Information on individual donations, payments, gift aid etc. is very sensitive and can only be accessed by the Giving Team. This information is stored on the iCloud, is password protected and can only be accessed by the Giving Team.

If payments are made online, they will also 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.

Financial information such as bank account and sort code numbers will be kept in order to process any expenses or reimbursement claims etc. and is only accessed by the Finance Team.

As well as the above, legislation from HMRC requires us to keep financial information such as accounts and supporting documentation for a minimum of seven years and this is reflected in our Retention Schedule.

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.

Storage of Documents

Your information will be entered onto our church database which is stored on the iCloud, 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 within six months you after you resign our membership from the Church. If you cease to attend the church, your details will be removed from within one year, unless you ask for it to remain. We will tell you if we are removing your details and for what reason.

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. This is statutory information that the church has to retain 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 K Westaway.

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 K Westaway is the Data Protection Officer. Contact can be made by ringing 01803 400403 or emailing gdpr@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.

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