

Belmont Baptist Church Privacy Notice for Members and Regular Visitors

New rules on data protection will come into force on the 25th May 2018. They are known as The General Data Protection Regulation 2016 (GDPR) which is a regulation adopted by the European Union to strengthen data protection rules, increasing the control and protection people have over their personal data.

GDPR regulates what information we can hold about you, and how we can use that information. This means we must:

1. Explain to you what personal data we hold, the basis on which we hold it and what we will use it for;
2. Ask for your consent to share your personal data with the members of Belmont.

What Personal Data we hold and the basis on which we hold it

We hold the names, addresses, phone numbers and email addresses of Belmont's members and regular visitors to enable us to keep in touch and provide pastoral support as appropriate. Data Protection legislation allows us to hold and process this information as we regard it as being in the church's legitimate interest.

Consent to share your Personal Data

We would also like to include your name and contact details in our Church Directory. It will be distributed by email or hard copy to all persons who are Members in accordance with clause 2 of the Constitution of Belmont Baptist Church which is available via this URL: <http://www.belmontremorfa.org/wp-content/uploads/Constitution-201512.pdf>

We will not give copies of the Church Directory to anyone else, not even to regular visitors who are not members, even though their personal data may also be included in the Directory. You can ask for your details to be removed from the directory at any time using the contact details below.

Please confirm your details via the Survey Monkey contact form which can be accessed via this URL: <https://www.surveymonkey.co.uk/r/CPCBS27>. Please also indicate via the survey if you are happy for your details to be included in the church directory.

How and where we will store your Personal Data

Your name and contact details will be entered into our church database which is password protected and accessed only by Elders and Deacons. All devices, including laptops, PCs, phones and tablets, used by the Elders and Deacons to access the church database are password protected.

Your personal data will be removed from the database once you are no longer a member or regular visitor of the church – unless you ask to remain as one of our “church friends”, or if

we need to keep it in accordance with the requirements of safeguarding legislation and/or our insurance company.

Sensitive Personal Data

To enable us to provide adequate pastoral support to you and your family, the Elders may record information which may be regarded as sensitive.

The basis on which we may hold sensitive personal data is as part of the legitimate activities of Belmont Baptist Church and in connection with its purposes.

Sensitive personal data may be stored in the church database but will only be accessible by the Elders. It will NOT be disclosed to anyone else without your consent.

Your sensitive personal data will be removed from the database once you are no longer a member or regular visitor of the church – unless we need to keep it in accordance with the requirements of safeguarding legislation and/or our insurance company.

Subject Access Requests

You have the right to ask to see any information we hold about you (including sensitive personal data) by submitting a 'Subject Access Request' using the above details. You also have the right to ask for information which you believe to be incorrect to be rectified.

Additional Information, questions and complaints

The Trustees of Belmont Baptist Church are the Elders and Deacons who, collectively, are the Data Controller under GDPR.

The Data Protection Policy for Belmont Baptist Church is available via this URL: http://www.belmonttremorfa.org/wp-content/uploads/Data_Protection_Policy-v-1.01.pdf

If you have any questions or are concerned about the way your information is being handled, please contact the Trustees by ringing or texting 07793 649966 or emailing info@belmonttremorfa.org.

If you are still unhappy you have the right to complain to the Information Commissioner's Office.