

## BELMONT BAPTIST CHURCH PRIVACY NOTICE FOR DONORS

New rules on data protection come into force on the 25<sup>th</sup> 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 explain to you the basis on which we hold your personal data and what we will use it for.

### Basis on Which We Hold Your Personal Data and What It Will Be Used For

If you have given us information about yourself, for example when you've made a donation, we will hold your personal data to enable us to keep in touch with you and to let you know about the activities to which your donation relates.

By donating or providing your details, you agree to the collection and use of information necessary to process your donation. At the point of supplying your information, we tell you how your information will be used. Providing your details means that you are agreeing to this use. It will not be used in other ways than is detailed.

### Updating Your Preferences

You may choose to unsubscribe from text, mail or email communications at any time without affecting your donations. If you have made a donation and/or have Gift Aid, we are legally required to store your data and may contact you regarding your donation, but we won't use this data for anything else if you have asked us not to. If you do not want us to email you, do not provide your email address.

### How and Where We Will Store Your Personal Data

Personal data will be entered into our church database which is password protected and accessed only by church Trustees and leaders of the activity to which your donation relates. All devices, including laptops, PCs, phones and tablets, used by the Trustees and leaders to access the church database are password protected.

Where personal data is held in paper form it will be kept in a securely locked cupboard or filing cabinet in the church office or the home of a Trustee or leader. It may additionally or alternatively be scanned or otherwise held electronically in our church database.

### Disclosure of Personal Data

Personal data will NOT be disclosed to anyone else without your consent, except as required by law.

## Retention of Personal Data

We will keep your personal information only for as long as we consider it necessary to carry out the activity or activities to which your donation relates.

We have a data retention policy to implement this. We take account of legal obligations and accounting and tax considerations as well as considering what would be reasonable for the activity concerned.

For example, we will retain details of donations for seven years to meet tax and accounting requirements.

## Subject Access Requests

You have the right to ask to see any information we hold about you 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](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](mailto:info@belmonttremorfa.org).

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