



Privacy Notice

February 2019

Introduction

You have the right to be informed about the collection and use of your personal data. This Privacy Notice tells you our purposes for processing your personal data, how long we will retain it, and who it will be shared with. It also tells you about your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

How your information will be used

We collect and process your personal information (including 'special categories' of data) to enable the church to keep in touch with you and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as being in the church's legitimate interest.

Your name and contact details will be held on the church computers which are password protected and accessed only by the Ministers, the staff team and authorised volunteers. Your contact details will be removed from the database within twelve months of you ceasing to be a Church Member or attender, unless you ask to remain as one of our "church friends".

If you serve Wokingham Baptist Church as a member of staff or in a key volunteer role then we may pass on your name and contact details to the Baptist Union of Great Britain and/or the Southern Counties Baptist Association (of which we are members) to enable them to send you information relevant to your role.

To enable us to provide adequate pastoral support to you and your family, the Ministers may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computers but the password will only be known to the Ministers. This information will NOT be disclosed to anyone else without your consent.

Data controller

The Charity Trustees of Wokingham Baptist Church are the Data Controller. If you have any concerns as to how your data is processed, you can contact the Church's Charity Trustees via the Church Office on 0118 9787174 or office@wokinghambaptist.org.uk.

Your rights

Under the GDPR and DPA you have the right to see any information we hold about you (including the pastoral support information). You also have the right to rectification or erasure of your personal data, to restrict processing, and to object to processing. Please contact the Church Secretary via the Church Office.

If you are still unhappy you have the right to complain to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA with regard to your personal data. Contact them at:

www.ico.org.uk

or Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

