



DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Under Data Protection legislation the Charity Trustees (Minister, Church Officers and deacons) of New Road Baptist Church are the data controller (contact details below). This is the body that decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

New Road Baptist Church complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To keep you informed about events, activities and services at New Road
- To administer membership records
- To assist us in offering pastoral support
- To facilitate contact between members and friends of the church and congregation
- To recruit, support and manage staff and volunteers
- To safeguard children, young people and adults at risk
- To maintain our accounts and records (including the processing of gift aid applications);
- To enable us to provide services to the community as outlined in our constitution

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about events, activities and services and to facilitate contact between members and friends of the church and congregation
- Processing is necessary to fulfil our legal obligations under employment, social security and social protection law
- Processing is necessary to the fulfilment of a contract
- Processing is necessary for the Church's legitimate interests unless these are over-ridden by the interests, rights and freedoms of the data subject

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside the Church with your consent.

6. How long do we keep your personal data?

We keep data in accordance with our Data Retention Schedule. A copy of the schedule is available from the Church Administrator on request.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which New Road Baptist Church holds about you - known as a subject access request
- The right to request that New Road Baptist Church corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for New Road Baptist Church to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, transmits that data directly to another data controller, (known as the right to data portability). *NB This only applies where data processing is based on consent or is necessary for the performance of a contract with the data subject and where the data is processed by automated means.*
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data, (where applicable) *[Only applies where processing is based on legitimate interests*
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

New Road's Data Protection Officer is David Steele. Our Data Protection Trustee is Rosie Chadwick. To exercise all relevant rights, queries or complaints, including making a subject access requests please in the first instance contact our Data Protection Officer via officenewroadbaptist@yahoo.co.uk.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.