

# Meltham Baptist Church

## PRIVACY NOTICE

1. Under Data Protection legislation the Charity Trustees of Meltham Baptist Church are the Data Controller and can be contacted through the Church Secretary.
2. We may collect, hold and process personal information about you to enable the church to keep in touch with you and provide pastoral support as appropriate.
3. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.
4. Personal information that we may hold about you will include one or more of the following:
  - a. Name, address, telephone and email [see paragraph 5]
  - b. Bank and financial details [see paragraph 6]
  - c. Sensitive data that help us to support you pastorally [see paragraph 7]
5. In order to help us keep in touch with you and provide pastoral support your name and contact details may be held on a church database. Any paper copies will be kept securely; any electronic copies will be kept on a computer that is password-protected and accessed only by the Church Secretary or Minister. We will ask your consent before we publish your name and contact details in a Church Directory, which may be made available from time to time by an electronic or paper copy to regular members of the congregation by the Church Secretary or Minister. We will not give copies of the Church Directory to anyone else. You can ask for your details to be removed at any time.
6. Any financial information that you have given us that is necessary to process such things as charitable donations, will be kept securely and only accessed by the Treasurer (or her/his deputy).
7. To enable us to provide adequate pastoral support to you and your family, the Minister (or members of the Pastoral Team) may record additional information that may be regarded as sensitive (such as health information). Any paper copies will be kept securely; any electronic information will be kept on a password-protected computer, accessible only to those persons. This information will not be disclosed to anyone else without your consent.
8. Your name and personal information will be removed from our records once you are no longer a regular member of the church congregation, unless you ask to remain as one of our "church friends", in which case we shall retain your name and contact details only.
9. You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Church Secretary. You have the right to ask for information that you believe to be incorrect to be rectified. You have the right to instruct us to delete any information we hold about you at any time without detriment to you.
10. If you are concerned about the way your information is being handled please contact the Church Secretary. If you are still unhappy you have the right to complain to the Information Commissioners Office.