

We are a Baptist Church affiliated to the Baptist Union of Great Britain. Our contact details are:

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ICO Registration Number: CSN5232530

### **Introduction**

Bethel Baptist Church holds and processes personal data about living individuals for the purpose of general church administration and communication in accordance with the Information Commissioner's Office (ICO) Guidelines.

The Church is committed to complying with data protection law, the rights of individuals and is committed to complying with the principles of the General Data Protection Regulations as set out below. The regulations will apply to all personal data, whether it is held on paper, computer, other media platforms whether local or remote.

All church staff members or volunteers who obtain, handle, process or store personal data for Bethel Baptist Church must adhere to these principles.

### **Principles**

We will make sure that all personal data is:

- processed **lawfully, fairly and in a transparent manner**;
- processed for **specified, explicit and legitimate purposes** and not in a manner that is incompatible with those purposes;
- **adequate, relevant and limited to what is necessary** for the purposes for which it is being processed;
- **accurate** and, where necessary, up to date;
- **not kept longer than necessary** for the purposes for which it is being processed;
- processed in a **secure** manner, by using appropriate technical and organisational means;
- processed in keeping with the **rights of data subjects** regarding their personal data.

Please refer to the official Guidelines for a full explanation.

## **Actions**

Bethel Baptist Church retains personal information about staff, church members, regular church attendees and other individuals who have provided such information for church purposes.

Personal data will only be disclosed to a third party if one of the following circumstances applies.

- The Church is legally compelled to do so.
- There is a public duty to disclose.
- Disclosure is required to protect the interests of the individual concerned.
- The individual concerned has requested or has given their consent to data being disclosed.

Bethel Baptist Church is committed to protecting all personal information that is retained and will respect the rights of people regarding the ways in which their information is processed and disclosed.

To facilitate this process the Church will ensure that:

- paper based information is stored in secure, lockable cupboards.
- password protections and encryption is in place for particularly sensitive electronic documents.
- access to both paper and electronic personal data is restricted.
- personal information will be transmitted securely.

## **Rights of access to retained information.**

Staff, Church Members and other individuals whose personal information is retained by Bethel Baptist Church have the right to access that information. This right is subject to certain exemptions outlined in the GDPR regulations in force at the time.

Persons who wish to exercise this right should make the request in writing to the Church who will aim to comply with such requests in a timely manner, ensuring that it is provided within 30 days of receipt of the request.

If personal details are inaccurate, they will be amended upon request.