



Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. This can include names, contact details, photographs and more sensitive information, such as allergies. 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?

The trusteeship of Walsgrave Baptist Church is the data controller (contact details for key individuals below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Walsgrave 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 may use your personal data for the following purposes: -

- To administer membership records, group lists and rota lists;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications and Marriage Registers);
- To comply with Safeguarding, Baptist Union and legal regulations and guidelines;
- To respond to enquiries, requests and other contractual needs;
- To respond to pastoral needs;
- To inform you of news, events, activities and services running at Walsgrave Baptist Church.

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

- Explicit consent of the data subject is obtained in order to keep you informed about news, events, groups, activities and services;
- Explicit consent of the data subject is obtained in order to use photographs, videos, or other forms of media in our literature, on our noticeboards, website and social media sites;
- Processing is necessary for the legitimate interests of the data controller in terms of fulfilling Baptist processes, including, but not limited to; church elections and minutes of church meetings, Safeguarding and pastoral uses;
- Processing is necessary for carrying out legal obligations in relation to Gift Aid and finances, or under employment, social security or social protection law, or a collective agreement;
- Processing is necessary for completing a form of contract with the data subject including, but not limited to; wedding and funeral ceremonies, carrying out building work on church property and employment contracts;

9. Contact Details

For queries and to exercise relevant rights, please in the first instance contact our Data Protection Trustee: Jill Neale on jill.neale@wbchurch.co.uk, or our Church Office Administrator: Hannah Harrison on info@wbchurch.co.uk or 02476 612565.

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.