

Ballee Baptist Church Privacy Notice

Your privacy is important to us. We are committed to safeguarding the privacy of your information. It is important that you read this Privacy Notice together with any other Privacy Notices we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

Ballee Baptist Church is the data controller and responsible for your personal data.

We collect personal data to provide appropriate pastoral care, to fulfil our purposes as a church and to comply with the law. In legal terms this is called 'legitimate interests'. Where appropriate, we may also ask you for your consent to process your data. We will not share your information with third parties without your consent unless legally required to do so.

The categories of information that we may collect, hold and share include:

- Personal information (such as name, telephone number, address and email address)
- Special categories of personal data: such as baptism records (health for Youth Ministries).

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with data protection legislation. Details of retention periods are available in our Data Retention Policy which you can request by contacting us at secretary@balleebaptist.org or via the church website: www.balleebaptist.org.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees or trustees who need to know. They will only process your personal data on our instructions. We have put in place procedures to deal with any suspected personal data breach and will notify you and the Information Commissioner's Office where we are legally required to do so.

Under Data Protection legislation, you have the right to request access to information about you that we hold. To request your personal information contact secretary@balleebaptist.org.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact the church secretary email: secretary@balleebaptist.org

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you wish to discuss anything in this Privacy Notice, please contact: secretary@balleebaptist.org

The Church's Data Protection Policy, and this privacy Notice, will be reviewed annually.