

TOLLINGTON PARK BAPTIST CHURCH

PRIVACY POLICY

This document explains how we use personal data for the purposes of the activities and ministries of the church.

The Data Controller is Tollington Park Baptist Church, 1 Tollington Park, London, N4 3GY. If you have any questions about our privacy policy or the data we hold about you please write to the Church Secretary at the church address or by email at contact@tpbc.org.uk.

WHY WE COLLECT AND PROCESS PERSONAL DATA

Personal data is any information relating to an identified or identifiable living individual.

Most commonly, we collect and process such data in the following circumstances:

- Where you have provided your consent
- Where it is necessary in connection with the management of any contract or agreement you have to supply goods or services to the church
- Where it is required to fulfil any legal obligation to which the church is subject
- Where it is required for the pursuit of our legitimate interests, except where such interests are overridden by your interests or fundamental rights and freedoms.

WHAT PERSONAL DATA WE COLLECT AND HOW WE USE IT

In most cases the personal data we collect are contact details (address, telephone number(s), email address(es)). Such details are collected when:

- You provide them to us
- They appear in a directory or other document that is publicly available
- They are provided to us by third parties (for example when a potential visiting preacher is recommended to us)

Additional data may be collected where it is needed to process financial transactions.

This data is used:

- To maintain contact with church members and others attending church activities
- For the annual publication of a members list, for distribution to members only, containing those contact details for which members have explicitly given consent to their appearance in the list
- For contacting visiting preachers to arrange bookings and to liaise over details of preaching engagements
- For making arrangements for the supply of goods and services and making payment for them
- For making such financial gifts to individuals and organisations as the church may from time to time decide
- For processing Gift Aid claims and salary payments
- To meet the requirements of our Child Welfare Policy in terms of holding contact details of parents/guardians and of attendance at church activities

DATA RETENTION, SECURITY AND DISCLOSURE

We will retain your personal data for as long as is reasonably necessary for the purpose for which it was collected and in order to comply with any legal or regulatory requirements. In some cases you can ask us to delete your data (see below).

Your personal data may be held in paper records, which are securely stored, or on a computer which may belong to the church or may be that of a church member. Computers on which such data is stored are password protected.

Your personal data will be accessed only by those within the church who require the information in order to carry out their roles. Exceptions to this are:

- The church members list which contains only that information that you have consented to be made available to all church members.
- Those situations where we have a legal obligation to provide the information to third parties, including the provision of information associated with financial transactions to the independent examiner of the church's accounts as required by charity law, and the provision of data to HMRC.

YOUR RIGHTS

You have the following rights under data protection legislation in relation to the processing of your personal data:

- The right to be informed
- The right of access – that is to request a copy of the information that we hold which we will provide within 30 days of receipt of such a request
- The right of rectification – that is the correction of inaccurate data
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- The right to prevent automated decision making and profiling

All requests to exercise any of these rights should be sent to the Church Secretary.

You also have the right to lodge a complaint with the Information Commissioner's Office on 0303 123 1113, or via email at <https://ico.org.uk/global/contact-us/email/> or at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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