



Bilston Baptist Church

DATA PROTECTION – PRIVACY NOTICE

General

Under Data Protection legislation the Charity Trustees of Bilston Baptist Church are the Data Controller and David Turner is our Data Protection Trustee.

Information collected enables the church to keep in touch with you and provide support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

Your personal information will be stored securely and will only be accessible to relevant staff and group leaders. Your contact details will be removed from the records once you are no longer linked to the church. We will undertake an annual review of our data to determine this.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Data Protection Trustee. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled, please speak to our Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Support from the Pastoral Team

We offer practical and spiritual support to all our church members and to anyone else who requires it. To enable us to provide adequate support to you and your family, the pastoral team may record information which could be regarded as sensitive. This information will be stored securely, with passwords only known to the pastoral team. This information will NOT be shared with anyone else without your consent.

Members and regular congregation

We would like to include your name and contact details in our Church Directory, which will be distributed by email or hard copy to all those in the directory. We will not give copies of the Church Directory to anyone else. If you are happy for your details to be included, please indicate on the sign-up form. You can ask for your details to be removed at any time.