

WESTWARD HO! BAPTIST CHURCH DATA PROTECTION PRIVACY STATEMENT

Westward Ho! Baptist Church is committed to ensuring that your privacy is protected. All information that we hold concerning you as an individual will be held and processed by Westward Ho! Baptist Church strictly in accordance with the provisions of the General Data Protection Regulation 2018.

Under Data Protection Act 1998 the church Charity Trustees of Westward Ho! Baptist Church are the Data Controller and can be contacted by ringing Church Secretary Mark Kimber on 01805 603314. You can also email our Data Protection officer Carol Ley (minassist@westwardhobaptist.co.uk).

We are collecting this information to enable the church to keep in touch with you and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. Such data will be used by Westward Ho! Baptist Church to contact you to administer our relationship with you and to provide you with information about our activities and for related purposes.

Your name and contact details will be entered into our church membership database which is held on the church office computer which is password protected and accessed only by the Data Controller and Data Protection Officer. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our “church friends”.

If you serve Westward Ho! Baptist Church as a member of staff or in a key role then we will pass on your name and contact details to the Baptist Union of Great Britain (of which we are members) to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

To enable us to provide adequate pastoral support to you and your family, the Minister and Pastoral Care Team may record information which may be regarded as sensitive. This information will be stored securely on paper or on the church computer (in password protected documents) but the password will only be known by the Minister. This information will NOT be disclosed to anyone else without your consent.

More details about how these rights apply can be found in our Data Protection Policy which is available from our Data Protection Officer and on our website.

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 Church Secretary at secretarywestwardhobaptist@gmail.com. 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 contact us by telephone (01805 603314) or by emailing minassist@westwardhobaptist.co.uk. If you are still unhappy you have a right to complain to the Information Commissioner's Officer (ICO) about the way in which we collect and handle your personal data. Complaints to the ICO can be made on the ICO's website <https://ico.org.uk/>.