



The Church Secretary
Letchworth Baptist Church
Broadwater Avenue
Letchworth Garden City
Herts
SG6 3HJ

<http://letchworth-baptist-church.org.uk>
letchworth.baptist@googlemail.com
07527 058600

General Privacy Notice

How we use your Information

At Letchworth Baptist Church we take the security and protection of your personal information seriously and have implemented policies and procedures which comply with the EU's General data Protection Regulations and UK laws. Unless we say otherwise, we generally use your information on a "Legitimate Interest" basis. We do this in order that we may fulfil our 'charitable objectives' as a church and to enable the church to contribute effectively to the life of the community. Unless stated otherwise in this notice we will not pass your personal details to any third party unless required to do so by law.

Church Members

We use your name, address, phone number and email address in order to enable you to fulfil your role as a church member and to keep you informed about the life of the church. We keep this information for 3 years after your membership ends and after that only your name and the fact that you were a member.

Donors and Gift Aid

We collect and use your name, address, phone number and email address in order to administer your donations to the church. Where you have completed a Declaration we use your details to benefit from Gift Aid, this requires us to send your personal information to HMRC. We are required to keep financial and Gift Aid details for 6 years after your last donation.

Church adherents, contacts and attendees of church activities, meetings and clubs

You are a regular or occasional attendee at church (adherents) or one of our activities, or we have contact with you through your children or perhaps we have met you because you have shown interest in the church or asked for assistance. We use your name, address, phone number and email address in order to keep you informed about the life of the church or the particular activity, meeting or club which you or your child(ren) attend. We review or renew the data we hold annually and retain it for two years after our last contact with you.

Children under 16 years of age

For children under 16 years of age who attend our children's and young people's activities we keep your name, address, phone number, emergency contact details, electronic contact details if any, emergency contact numbers and details of medical conditions we may need to know about. We do this so we can look after you properly, know who to contact if something goes wrong and tell you about the our children's and young people's activities. Your information will be renewed once a year and we will keep it for two years after you have stopped coming along. We will also provide your parent or guardian with a copy of the information we keep and this Privacy Notice.

Letchworth Baptist Church, Broadwater Avenue, Letchworth Garden City, Herts, SG6 3HJ
A Charitable Incorporated Organisation registered in England and Wales, Number 1173298

Trustees

Pastors: Derek Moore-Crispin, David Chan

Elders: Michael Cornell, Chris Rees, Michael Waddell, Steve Whittall

Children's Workers

If you work with children in the church we will use your name address, phone number and email address to administer the activity in which you work. Additionally if your role is eligible for a Disclosure and Barring Service check, the church will also use the information you provide regarding your proof of identity (although this will not be retained by us) to make the DBS application and, in conclusion, we will have your DBS check status. Your information will be renewed annually and retained for two years unless you are also a Church Member or Donor, please see above.

Sharing your information

We share your information as follows:

- From time to time a directory of church members and adherents will be compiled and made available to members and adherents to facilitate the life of the church.
- Personal information, donor and gift aid related information is stored in Drop Box and Google which are secure services compliant with the EU-US Privacy Shield.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to the information about you that we hold. To make a request for your personal information please use the contact details provided below.

Addressing concerns about how we use your information

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
- object to decisions being taken by automated means, which we don't do.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- 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 use the following contact details.

Email: letchworth.baptist@googlemail.com Subject Line: For the Attention of the Data Protection Elder

Phone: 07527 058600

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 with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

General enquires about this Privacy Notice

If you would like to discuss anything in this privacy notice, please use the contact details above.