



## Watnall Road Baptist Church Privacy Notice

Watnall Road Baptist Church (WRBC) are a "data controller" for the purposes of the Data Protection Act (2018) which means we are responsible for, and control the processing of the personal information you provide to us.

WRBC is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled. In doing so, we will ensure our processing of personal information is transparent, fair and lawful and meets a legal basis; this means we will provide you with an explanation of how and why we process your personal data at the point we collect data from you, as well as when we share / collect information about you from other sources.

### Information we collect

At certain times, you may be asked to fill in information about yourself either on our website, a membership form, or directly to a group leader e.g. your home group. This information will only be used for the purpose stated in each case. We may collect the following information:

- Name,
- contact information including email address and telephone number,
- demographic information such as home address & postcode, preferences and interests,
- other information relevant to your membership at WRBC.

We offer no assurance of the security of the systems we use nor do we offer any assurance to the security of any third-party tools we may use. However, we will use all reasonable efforts to keep your information secure.

### What we do with your information

We use the information you provide to us for the following purposes:

- To enable us offer a voluntary service for the benefit of the public in a geographical area;
- To administer membership records [for the church and other supporting groups];
- To fundraise and promote the interests of the church and its charities;
- To manage any employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at WRBC.

### Sharing your personal information

Your personal information will be treated as confidential and will only be shared with other members of the church to carry out a service to you and/or other church members or for purposes connected with WRBC activity.

We will only share your data with third parties outside of the church with your consent.

### What is the legal basis for processing your personal data?

- With your explicit consent so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about events at WRBC. You give this consent through your joining one of the churches groups, joining a church gift aid scheme, or signing up for one of our newsletters / notifications;
- Processing is necessary for carrying out our obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by WRBC as a not-for-profit body with a political, philosophical, religious or trade union aim, where:
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

### How long do we keep your personal information?

Specifically, we retain membership information while it is still current; gift aid declarations and associated paperwork will be retained for up to 6 years after the calendar year to which they relate; other registers such as baptisms, marriages, and funerals are retained permanently.

**Your rights**

You can require us to delete, update or correct any mistakes in information we hold, you can also request a copy of the personal information which WRBC holds about you.

If you would like to do this, please:

- Contact us using the contact details below,
- Let us have the information that is incorrect and what it should be replaced with.

You can also let us know what method of contact you'd prefer (for example, you may prefer us to contact you via email but not by text or telephone).

**Contact details**

Email: [info@wrbc.co.uk] WRBCs Data Protection Officer/Trustee

Address: Watnall Road Baptist Church, Watnall Road, Hucknall, Nottingham NG15 7LD

Phone: 0115 840 0225