

WALSWORTH ROAD BAPTIST CHURCH

PRIVACY NOTICE

Adopted: [16/5/2018]

WALSWORTH ROAD BAPTIST CHURCH – hereafter 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. This Privacy Notice explains how we will gather, use and protect personal data.

1. Policy statement

WRBC is committed to protecting personal data and respecting the rights of our **data subjects**; the people whose **personal data** we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice.

This Privacy Notice has been approved by the WRBC Trustees, who are responsible for ensuring that we comply with all our legal obligations. It sets out how we obtain, store or use personal data.

2. Why this Notice is important

2.1 We are committed to protecting personal data from being misused, getting into the wrong hands as a result of poor security or being shared carelessly, or being inaccurate, as we are aware that people can be upset or harmed if any of these things happen.

2.2 This Notice sets out the measures we are committed to taking as an organisation and, what we will do to ensure we comply with the relevant legislation.

3. Summary of the Privacy Notice

GDPR legislation states that when personal data is collected directly from the individual, we will inform them about

- our identity/contact details and those of the Data Protection Trustee,
- the reasons for processing, and the legal bases, explaining our legitimate interests, and explaining, where relevant, the consequences of not providing data needed for a contract or statutory requirement;
- who we will share the data with;
- if we plan to send the data outside of the European Union;
- how long the data will be stored
- the data subjects' rights.

This information is called a **Privacy Notice**, which is this document.

4. Our Identity/Contact Details

4.1 We are Walsworth Road Baptist Church, a UK charity registered with the Charity Commission.

5. Reasons for Processing

5.1 We process personal data to help us:

- maintain our list of members;
- recruit, support and manage trustees and volunteers;
- maintain our accounts and records;
- promote our services and events;
- respond effectively to enquirers and handle any complaints.
- send out newsletters;
- informing contacts of events;
- keeping group participants up-to-date with arrangements;

5.2 Consent can be withdrawn at any time and if withdrawn, the processing will stop. Data subjects will be informed of their right to withdraw consent and it will be as easy to withdraw consent as it is to give consent.

6. Sharing information with other organisations

We will only share personal data with other organisations or people when we have a legal requirement to do so.

7. How long data will be stored

7.1 We will not keep personal data longer than is necessary for the purposes that it was collected for. We will comply with official guidance about retention periods for specific records.

7.2 Information about how long we will keep records for can be found in our Data Retention Schedule.

8. Data subjects' rights.

We will respect the legal rights of our data subjects as described in the relevant GDPR legislation.