

Privacy Notice

General Data Protection Regulation (GDPR)

The Strict Baptist Chapel St David's Bridge Cranbrook

1. Information about us

We are committed to protecting and respecting your privacy. We are responsible for protecting your personal information as a "data controller" under applicable data protection legislation.

This notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. Our **nominated person for data protection is Pastor Rowland Wheatley** whose contact details are at the end of this document.

2. What information do we collect?

We collect personal data as defined by applicable data protection legislation ('personal information'). We collect information about:

- Trustees, and Members of the church and congregation
- Employees and volunteers who help in the maintenance of the chapel
- Contractors who do work for us
- Donors who fill out a gift aid declaration
- Chapel correspondents and ministers
- Names given by schools for exclusive use in Bibles given to school children
- Subscribers to our information emails
- People and companies who do work for us
- People who contact us via email or our website forms

The personal information we collect might include name, date of birth, email address, postal address and telephone number. If you are an employee, we will collect information in line with your contract of employment. If we provide services to you, or require services from you, we will collect such information as is necessary to fulfil those obligations.

3. How do we collect information?

We obtain personal information from you when you call us, enquire about our services of worship and other activities, send or receive an email, ask a question, fill in a consent form, or contact us via our website or otherwise provide us with personal information.

4. The lawful basis for which we process your information is one or more of the following:

- your consent;
- processing is necessary for the performance of a contract to which you are a party;
- processing is necessary for compliance with our legal obligations; and
- processing is necessary for the purpose of the legitimate interest pursued by us or a third party, except where your rights as a data subject override our legitimate interest. The legitimate interest we rely on is the fulfilment of our charitable and religious purposes.

5. We collect this information for the following purposes.

- to promote the aims of our place of worship;
- to provide you with products, services or information you have requested; and
- for administration purposes and to perform our legal duties.

6. Do we share your information with anyone else?

We may need to provide your information to our contractors and suppliers who provide services on our behalf, to the extent necessary to enable you to receive those services. We may share information with other organisations having free Bible offers to prevent multiple requests being made.

We may share your information with our advisers, the Charity Commission and government departments such as HMRC, the Land Registry, Companies House, and the police, if we are required to do so. We may also need to disclose your information if required to do so by law or as expressly permitted under applicable data protection legislation.

7. How long do we keep your information for?

We keep your information for no longer than is necessary, which will vary according to the type of data. We will retain your information for any period required by law.

8. How do we protect personal information?

We take appropriate technical and organisational measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

9. Your Rights.

As a Data Subject you have rights under the GDPR. These rights are set out below:

1. **The right to be informed;** This means anyone processing your personal data must make clear what they are processing, why, and who else the data may be passed to.
2. **The right of access;** this is your right to see what data is held about you by a Data Controller.
3. **The right to rectification;** the right to have your data corrected or amended if what is held is incorrect in some way.
4. **The right to erasure;** under certain circumstances you can ask for your personal data to be deleted. This is also called 'the Right to be Forgotten'. This would apply if the personal data is no longer required for the purposes it was collected for, or your consent for the processing of that data has been withdrawn, or the personal data has been unlawfully processed.
5. **The right to restrict processing;** this gives the Data Subject the right to ask for a temporary halt to processing of personal data, such as in the case where a dispute or legal case has to be concluded, or the data is being corrected.
6. **The right to data portability;** a Data Subject has the right to ask for any data supplied directly to the Data Controller by him or her, to be provided in a structured, commonly used, and machine-readable format.
7. **The right to object;** the Data Subject has the right to object to further processing of their data which is inconsistent with the primary purpose for which it was collected, including profiling, automation, and direct marketing.
8. **Rights in relation to automated decision making and profiling;** Data Subjects have the right not to be subject to a decision based solely on automated processing.

10. Contact details.

If you have any questions about this notice, or wish to exercise any of your rights as listed above please contact us at the address below.

Name: Pastor Rowland Wheatley

Email: stdavidsbridge.chapel@gmail.com

Telephone: 01580 713212

11. Reporting Concerns.

St David's Bridge Baptist Chapel is registered with the ICO. Registration Number ZA463768 which you can check here; ico.org.uk/register.

You have a right to report any of your concerns about our use of your data to the Information Commissioners Office (ICO) on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or by writing to;

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

12. Changes to this Notice.

Any changes we may make to our privacy notice in the future will be posted on our chapel notice board and, if appropriate, notified to you by e-mail.

This Privacy Notice was last amended February 2024.