



## Hertford Baptist Church Privacy Policy

Under Data Protection legislation the church Charity Trustees of Hertford Baptist Church are the Data Controller and can be contacted by ringing 01992 582951 or emailing [trustees@hertfordbaptist.org.uk](mailto:trustees@hertfordbaptist.org.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.

Your name and contact details will be entered into our church database, ChurchSuite, which is held on a secure cloud-based system which is password protected and accessed only by the Ministers, Church Officers and Church Staff\*. We also hold similar details on secure internal computer network. 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 Hertford 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 and/or the Central Baptist Association (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, one of the Ministers may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computer/server but the password will only be known by the Ministers. We will not share your details with any other organisation or person, unless required to do so by law.

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. 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 speak to our Data Protection Trustees. If you are still unhappy you have the right to complain to the Information Commissioners Office.

\* "Church staff" – this includes key volunteer staff who will also, by necessity, have access to details to ensure the smooth running of particular ministries and the safety and wellbeing of the children, young people and vulnerable adults.

\*\*or when you/your child no longer access our various ministry groups.