

## **Bradfield & Rougham Baptist Church Privacy Notice**

**How Bradfield & Rougham Baptist Church (“we”) use your information.**

**Your privacy is important to us. We are committed to safeguarding the privacy of your information.**

**We collect and use your information in the following ways:**

**For church members or regular attendees:**

- To contact you to send you Weekly Updates and other communications regarding our activities
- To provide appropriate pastoral care
- To monitor and assess the quality of our services
- (where specific consent is given) to compile a contact list so that other regular attendees can contact you
- To fulfil our purposes as a church
- (in the case of children) to ensure the safety of the children and fulfil our safeguarding responsibilities as a church

**For attendees of groups and events who do not regularly attend the church:**

- To ensure the safety of the children and fulfil our safeguarding responsibilities
- To contact you about similar forthcoming events

**For employees of the church:**

- To carry out our duties as an employer, including recruitment, performance management and the administration of pay, pensions and expenses

**We do not share your information with others except as described in this notice.**

**The categories of information that we may collect, hold and share include:**

- Personal information (such as name, telephone number, address and email address)
- In the case of children, health information, parental responsibility, photography permission, special educational needs

### **Storing your data**

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. If at any point, you would like us to stop holding your data, update your details or change your preferences for how you are contacted, please contact the Church Business Manager.

**Who do we share your information with?**

Oct 2022

We will not share your information with third parties without your consent unless the law requires us to do so or for the purposes of safeguarding children or vulnerable adults.

### **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact **Ben Ryan**

### **You also have the right to:**

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- object to decisions being taken by automated means
- 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 contact:

**Ben Ryan**

*Church Business Manager*

*Email: [ben.ryan@brbaptistchurch.com](mailto:ben.ryan@brbaptistchurch.com)*

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