

Whitstable Baptist Church Privacy Policy

General Data Protection Regulations (GDPR)

The GDPR defines the **Data Controller** as the Charity Trustees, ie, the Minister and Diaconate. The regulations also define the **Data Protection Officer** (DPO) as the person responsible for the Personal information held by the church. Details of the Data Controller and DPO are given below.

Personal information on all Formal Members and other individuals associated with our church, is contained in the church Fellowship List.

This information is held to enable the church to keep in touch with these individuals and provide them with pastoral care and support, as appropriate. The regulations allow the processing of this information as it is regarded as being in the church's legitimate interest.

The Fellowship List is held on the DPO's personal computer which is password protected and accessed only by the DPO on behalf of the Data Controller. A copy of the Fellowship List is also held on-line on the church's website in a secure area which is protected by username and password, obtainable from the DPO, and restricted to only those people whose details are also on that list. The list is updated monthly and reviewed annually by the Diaconate.

An individual's details will be removed from the Fellowship List once they are no longer associated with our church. An individual's details are available to all those also on the Fellowship List. Paper copies are not held but will be produced on-demand for those individuals who do not have electronic access.

Copies of the Fellowship List, or any individual's personal data, will not be given to anyone else. An individual can ask to see their own details and have them removed or changed at any time.

An individual's data may be used to allow contact in person, or electronically, for the purposes of encouraging an individual along their spiritual journey, to manage attendance records, or to manage Gift Aided financial contributions.

Each individual has been supplied with the necessary information to enable correction, addition, or removal of any personal data and also with the contact details in case of any complaint.

No third parties will have access to the data without the individual's permission and there are no plans to transfer any data to foreign countries or to employ automated decision-making processes.

Contact Details:

Data Controller (Charity Trustees/Minister and Diaconate.)

Andrew Frame Church Secretary
01227 794489
6 Slades Close
Chestfield
Whitstable
Kent
CT5 3NN
secretary@middlewall.co.uk

Data Protection Officer

Tony Harris
01227 780969
38 Westfield
Blean
Canterbury
Kent
CT2 9ER
dpo@middlewall.co.uk

In case of complaint, contact:

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF
Help Line: 0303 123 1113
Website: <https://ico.org.uk/global/contact-us>