

Caterham Baptist Church

Privacy Policy



July 2020

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into our possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

Caterham Baptist Church (CBC) is the data controller. This means we decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

CBC complies with its obligations under the GDPR by keeping personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data, by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate measures are in place to protect personal data.

We use your personal data for the following purposes:

- To inform you of news, events, activities and services running at CBC.
- To administer membership and other administrative records.
- To manage our employees and volunteers.
- To maintain our own accounts and audit records (including the processing of gift aid applications).

We may also store information about you using cookies (files which are sent by us to your computer or other device), which we can access when you visit our website in future.

4. What is the legal basis for processing your personal data?

Two different bases exist under the GDPR that permit us to process your data:

1. Explicit consent from you and others about whom we hold data so that we can keep you informed about news, events, activities and services.
2. Processing necessary for carrying out our legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. By providing your data you consent to such sharing. If you do not consent to such sharing of your data, please contact the church office at

admin@caterhambaptist.org.uk. We will only share your data with third parties not connected with the church with your consent.

6. How long do we keep your personal data?

We keep personal data only for as long as is necessary. Specifically, we retain church membership data while it is still current, gift aid declarations and associated paperwork for up to six years after the calendar year to which they relate and we will delete or destroy all personal data that is no longer needed for the purposes set out in section 3 above. Exceptionally, personal data may be retained longer, including after you have ceased your membership or other connection with the church, if it may possibly be required subsequently. For example, records of Disclosure and Barring Service disclosures for people involved in work with vulnerable groups may be retained.

7. Your rights and your personal data

Unless you are subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data that CBC holds about you;
- The right to request that CBC corrects any personal data if that data is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for CBC to retain that data;
- The right to withdraw your consent to the processing of your data at any time;
- The right to request that we provide you with your personal data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data (where applicable); and
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If CBC wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining the new use before commencing the processing and setting out its relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the church office at admin@caterhambaptist.org.uk.

You can contact the Information Commissioner's Office on 0303 123 1113, or via its website (<https://ico.org.uk/global/contact-us/>) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.