



General Purpose Privacy Notice

At Newbury Baptist Church (NBC) we collect different types of information about members and those we have regular contact with 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.

The information you provide us with will be stored in electronic databases owned, controlled or approved by NBC and which will be password protected. Where necessary information may also be held in paper format and kept securely locked at NBC or NBC approved locations. Access to such information will be strictly limited to only those members of staff, including voluntary staff who need access in order to carry out their designated roles. Your contact details will be removed from the databases once you cease to have regular contact with NBC

If you serve NBC 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 Southern Baptist Association (of which we are members) to enable them to send you information relevant to your role. If you would prefer your details not to be shared with these organisations, please inform the Data Controller below

To enable us to provide adequate pastoral support to you and your family, one of the Ministers and or member of our Pastoral Team may record information which may be regarded as sensitive. This information will be especially protected and will NOT be disclosed to anyone else without your consent.

Parents and guardians of children attending church activities may be asked to provide medical and special needs information about their children to ensure the wellbeing of their child and that correct action is taken in case of an emergency. Such information will be stored in a secure manor, only accessible to the leaders and kept for as long as your child remains involved with the church activity.

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 Data Controller. 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 Controller. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Under Data Protection legislation the church Charity Trustees of Newbury Baptist Church (NBC) are the Data Controller and can be contacted by ringing 01635 550124 or emailing office@newburybaptistchurch.org