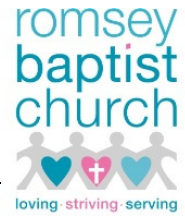


# Romsey Baptist Church



## Privacy Statement

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### INTRODUCTION

Romsey Baptist Church gathers and processes your personal information in accordance with this privacy statement and in compliance with the relevant data protection regulations and laws. This statement is intended to provide you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Under Data Protection legislation the Charity Trustees of Romsey Baptist Church are the Data Controller and can be contacted by emailing [secretary@romseybaptist.church](mailto:secretary@romseybaptist.church)

### WHY WE PROCESS DATA

Data protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

We use the data to

- Communicate with church members in accordance with our Constitution
- To notify church members, and other members of our congregation, of events and activities associated with church life
- To run various groups and activities as part of the church, including, but not limited to, youth groups, toddler & parent groups, house groups, Holiday at Home, etc.
- To provide pastoral support to church members and other members of our congregation
- To administer and maintain our financial accounts and records (including the processing of gift aid applications)
- To manage our employees and volunteers, including pay, tax, etc and Safeguarding processes.

To enable us to provide adequate pastoral support to you and your family, one of the Ministers or other appropriate post holder may record information which may be regarded as sensitive. This information will be stored in password protected documents. This information will not be disclosed to anyone else without your consent.

### HOW WE PROCESS DATA

The information is held on church ministers' or volunteers' computers and other devices, and may be stored in an online storage facility such as Google Drive or as hard copy.

### YOUR RIGHTS

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 one of the trustees. If you are still unhappy you have the right to complain to the Information Commissioner's Office.