



Mutley Baptist Church Privacy Notice

Mutley Baptist Church is committed to the protection of the privacy of everyone connected to the church. Your privacy is really important to us, and we understand how important it is to you. Our aim is to be as clear and open as possible about what we do with your personal data and why we do it.

Under Data Protection legislation the church Charity Trustees of Mutley Baptist Church are the Data Controller and Mark Bailey acts as our Data Protection Officer.

We are collecting your personal information to administer church records, to enable the church to keep in touch with you and provide pastoral support as appropriate, and to manage our employees and volunteers. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

The legal basis for processing your personal data is to keep you informed about our activities, processing information necessary for carrying out our obligations required by law, and processing carried out with a religious aim providing it only relates to members and former members or those who have regular contact with Mutley Baptist Church in connection with those purposes.

If you serve [Mutley Baptist Church](#) 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 to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

To enable us to provide adequate pastoral support to you and your family, one of the Ministers/pastoral team may record information which may be regarded as sensitive. This information will be stored on the database. This information will NOT be disclosed to anyone else without your consent.

Your name and contact details will be entered onto the church databases which are password protected. Your contact details will be removed from the database on request.

As a member of Mutley Baptist Church your contact details may be seen by other members via the web site. You will be asked annually to confirm what contact details you give consent to appear. Your data may also 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. You can ask for your details to be removed at any time.

We retain your personal data in accordance with the guidance set out in the Mutley Baptist Church Retention Policy which is included in our data protection policy and is available on request.

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Data Protection officer. 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 Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office (ICO).