

Privacy Notice

Under Data Protection legislation, the Charity Trustees of Chapel Allerton Baptist Church are the Data Controller and can be contacted by emailing office@chapela.org.uk.

We want to inform you about how we use your data, and about our data protection policy.

We hold data relating to the administration of our church including:

- names and contact details of members and friends of Chapel A to keep you informed of events in the life of Chapel A or our wider community, eg church services or activities.
- membership lists and housegroup lists
- financial records of giving for planning, audit, gift aid and tax purposes
- data collected as part of the recruitment process for those working with children and young people
- consent forms and registers for children's groups
- records relating to the safeguarding of children, young people and adults at risk
- records relating to pastoral support

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The data is stored either in a locked cupboard or digitally with password protection. Your contact details will be removed from our records once you are no longer a member of or attending the church, unless you ask to remain as one of our "church friends". Please note that this does not apply to safeguarding information, which will be retained in line with statutory requirements.

Some of the data mentioned above falls under the category of SENSITIVE personal data, specifically where it concerns the data subject's religious beliefs, criminal convictions data for DBS checks or medical information eg allergy information. The legal basis for this processing is that it is carried out as part of the legitimate activities of a non-profit body or association which exists for religious purposes and the processing:

- is carried out with the appropriate safeguards for the rights and freedoms of data subjects
- relates only to individuals who are members of the body or who have regular contact with it in connection with its purposes; and
- does not involve disclosure of the sensitive personal data to a third party without the consent of the data subject.

You can ask to see any information we hold about you by submitting a 'Subject Access Request' in writing to the Church Administrator (office@chapela.org.uk). 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 contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office.

For more details, please refer to our Data Protection Policy held on our website at www.chapela.org.uk.

Reviewed July 2020