

## **Kislingbury and Upton Baptist Church Privacy Policy**

Under data protection legislation the church charity trustees of Kislingbury and Upton Baptist Church are the data controller, and the contact person for Data Protection matters is Hazel Humphris.

We hold names and contact details for our members and those who attend regularly to enable the church to keep in touch and provide pastoral support as appropriate. Data legislation allows us to process this information as we regard it as being in the church's legitimate interest.

Information that we hold on any individual electronically is held on a password protected or encrypted device. Data for some of our activities is held in paper form by a designated person which is kept in a securely locked location. This information will NOT be disclosed to anyone else without your consent.

We have a Church directory which is distributed by email to all church members and in hard copy as appropriate. A copy is also held by a designated person, which is password protected, only accessible by the church secretary and minister on request. Inclusion in the directory is by written consent only. You can ask for your details to be removed at any time.

Contact details are removed once membership of the church is withdrawn, unless you ask to remain as one of our church friends. Contact details for our activities are reviewed annually by the designated person, and consent sought for any corrections on the details that are held.

You have the right to ask to see any information we hold about you. You also have the right to ask for information which you believe to be incorrect to be rectified. This can be done by contacting any member of the Leadership Team, or Hazel Humphris.

KUBC Leadership Team - September 2018