

PRIVACY NOTICE MARKET HARBOROUGH BAPTIST CHURCH. May 2018.

Market Harborough Baptist Church is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled. All personal data we hold will be in line and compliant with GDPR 2018.

We are committed to protecting personal data from being misused, getting into the wrong hands as a result of poor security or being shared carelessly, or being inaccurate, as we are aware that people can be upset or harmed if any of these things happen.

Therefore we will keep all personal data securely, either in electronic format on secure password protected devices or in paper copy stored in a locked filing system and it will only be accessed by those who need to use it for legitimate interest of our organisation.

We will not share any data with third parties unless it is a requirement of law.

All personal data will only be kept with your consent and only used for the purpose of that consent.

We will not use any form of direct marketing to you about our organisation unless we have your explicit consent to do so. You can withdraw this consent at any time.

In particular, we will make sure that all personal data is:

processed lawfully, fairly and in a transparent manner;

processed for specified, explicit and legitimate purposes and not in a manner that is incompatible with those purposes;

adequate, relevant and limited to what is necessary for the purposes for which it is being processed;

accurate and, where necessary, up to date;

not kept longer than necessary for the purposes for which it is being processed;

In some cases, we hold types of information that are called "special categories" of data in the GDPR. This personal data can only be processed under strict conditions.

You can check the personal data we hold about you at any time and ask us to remove it from our system.

We hold specific privacy notices with regard to certain areas within our organisation and these will be shared with you if a particular type of personal data is requested.

If you are not happy with the way your personal data is processed you can complain to the Church Data Protection Officer by email-secretary@harborough-baptist.org or by letter to Church Secretary Market Harborough Baptist Church, 25 Coventry Road, Market Harborough, Leics. LE16 9BX.

If you are still unhappy you can also take your complaint to the Information Commission Office.

