



STOCKTON
BAPTIST
CHURCH

Connecting people with Jesus

GDPR Privacy Notice

Revision	Date	Comments	Publisher
1.0	15/03/2021	Initial release	N.Smith

General Data Protection Regulation (GDPR) – Privacy Notice

This document was last reviewed / updated on: **15th March, 2021**

Our organisation:

Address: Stockton Baptist Church, The Square, Stockton on Tees, TS18 1TE

Telephone: 01642 602223

Data Protection Officer: Nick Smith – nick.smith@stocktonbaptistchurch.co.uk

What data do we collect?

Our organisation collects and processes the following information about you:

- Your name, address, and contact numbers (home and mobile number, as applicable)
- Your email address
- Your date of birth
- The number of dependents

How do we collect your data?

You directly provide the organisation with the data we collect and hold, when you fill out a membership form or by contacting the church office to be added to a mailing list.

How do we store your data?

Our organisation securely stores your data within our Microsoft 365 environment. Access to this environment is secured by strong passwords and multi-factor authentication. Files containing your data are stored in an area to which access is limited to our Office Manager and our Operations Manager (and Data Protection Officer).

How will we use your data?

- **Church Members Roll:** your information will be stored on our Church Members Roll.
- **Church Directory:** Your name, address, contact number(s) and email address will be published in our Church Directory so other members can reach you. You can choose for some or all of these details to be omitted from the Church Directory by choosing the relevant consent options on the membership form.
- **Mailing lists:** if consent is given, your email address will be added to the relevant MailChimp mailing list(s) so we can send you our regular prayer emails and fellowship updates.
- **Sensitive information:** to enable us to provide pastoral care to meet your needs, one of our Ministers may request to record sensitive information about you which may be sensitive. If consent is given, this information will be stored in a location to which only our Ministers and our Data Protection Officer have access.

We will not share any specific information about you with any third party organisation / individual.

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. Our website does not place any non-essential cookies on visitors' computers, and does not collect any personalised information about visitors or record visitors' IP addresses. For further information, visit <https://www.allaboutcookies.org/>.

Privacy policies of other websites

The Stockton Baptist Church website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

What are your data protection rights?

Our organisation wants to ensure you are fully aware of your data protection rights. Every user is entitled to the following:

- **The right to access:** you have the right to request our organisation for copies of your personal data. To obtain a copy of the information we hold, please contact us (see below).
- **The right to rectification:** you have the right to request that our organisation correct any information you believe is inaccurate. You also have the right to request that our organisation completes the information you believe is incomplete.
- **The right to erasure:** you have the right to request that our organisation erase your personal data, under certain conditions.
- **The right to restrict processing:** you have the right to request that our organisation restrict the processing of your personal data, under certain conditions.
- **The right to object to processing:** you have the right to object to our organisation's processing of your personal data, under certain conditions.
- **The right to data portability:** you have the right to request that our organisation transfer the data that we have collected to another organization, or directly to you, under certain conditions.
- If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us via one of the methods listed at the top of this page.

Changes to our privacy policy

Our organisation keeps its privacy policy under regular review. The date of last review is listed at the top of this document.