

Heath Street Baptist Church

Privacy Policy

This privacy notice is published on 25.5.2018.

Introduction

Heath Street Baptist Church is committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat any information we hold on you. We will never collect or retain any more data on you than absolutely necessary and not overridden by your privacy interests.

Our website is www.heathstreet.org. We are a registered charity (number 1178001) and in membership of both the Baptist Union of Great Britain and the London Baptist Association.

Information we may collect from you

We may collect information from you in the following circumstances:

- When you attend a worship service or any of our community-based activities, in order to keep in touch with you;
- When you have expressed interest in knowing about and attending any of our activities;
- Through your donation, support or volunteering;
- Through your asking for pastoral support or practical help;
- Through your request for our newsletter to be posted to you if you live at a distance from the church;
- Through asking to be included on one of our email lists (e.g. Heath Street Arts);
- Through a specific request for information about our services and related topics and events;
- When you apply for a job or tender to provide services to us;
- When you are employed by us or have a contract with us;
- When you hire Church rooms for occasional or regular events;
- If your marriage service takes place at the Church;
- Through your contacting us with enquiries and comments.

If you take one of the steps mentioned above, we may collect and process personal information about you such as:

- Your name, address, email address and other contact information;
- Records of your correspondence with us, if you have contacted us, or your participation in any formal meetings;
- Other essential information.

Where we store your personal data

Written and electronic material is carefully and securely stored by the relevant church staff or volunteers. It may be held at a volunteer's home where it will be in a locked cabinet or password-protected computer.

Uses made of the information

We will process any of your personal data, in accordance with our obligations under applicable data protection laws and regulations, for the following reasons: to provide you with the services you have requested; to comply with applicable laws and regulations; for administrative purposes; to assess enquiries; and to provide you with information about us and our services. If at any time you do not wish to receive further information about us and our services, contact us at ewan_king@mac.com.

Disclosure of your information

We will never sell or trade your data.

We will only disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply any agreements; or to protect our rights, property, or the safety of our staff, volunteers and service users. This includes exchanging information with other organisations for the purposes of safeguarding or other statutory regulations with which we must comply.

You have the right to withdraw any consent to personal data processing at any time, e.g. your consent to receive our newsletter, or remain on an electronic mailing list, by emailing, telephoning or writing to us or talking to our Minister or one of the Deacons.

You have the right to ask us not to process your personal data for other purposes. Some data must be retained for a specific length of time, e.g. necessary information for a claim to HMRC for Gift Aid, which we must keep for six complete tax years.

Right of Access

You have the right to request access to all the personal data we hold for you. We know that under current regulations we must provide this within 30 days of your request and at no cost to you. Once you have seen this you may request that it is corrected or deleted and we must comply with this unless there is an over-riding legal reason why we cannot (e.g. the retention of Gift Aid records for HMRC).

If you wish to have a copy of the data we hold about you, please write to us at Heath Street Baptist Church, 84 Heath Street, London NW3 1DN or by email to ewan_king@mac.com.

Contact

Questions, comments and requests regarding this privacy policy should be addressed to ewan_king@mac.com.