

MONMOUTH BAPTIST CHURCH PRIVACY NOTICE

Under Data Protection legislation the church Charity Trustees of Monmouth Baptist Church are the Data Controller and can be contacted by ringing 01600 716423 or emailing friends@monmouthbaptistchurch.co.uk

Within the Church, we collect contact details to enable the church to keep in touch with you and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as being in the church's legitimate interest. Your name and contact details may be entered into our church database which is held on the Minister's computer which is password protected and accessed only by the Minister, and shared with an administrator for the purposes of the Church Directory, and for communication solely within the church. Your contact details will be removed from the database if you are no longer a member of the church or fellowship – unless you ask to remain as one of our "church friends".

You can ask for your details to be removed at any time.

To enable us to provide adequate pastoral support to you and your family, one of the Ministers will also hold contact details and may record information which may be regarded as sensitive. This information will be stored in password protected documents on their personal computer but the password will only be known by the Ministers. This information will NOT be disclosed to anyone else without your consent.

The Church also maintain a list of contacts using online mailing which is subscribed to by individual consent for the purpose of awareness of church events of wider interest to the community. This information is never shared with third parties.

You have the right to ask to see any information we hold about you including the pastoral support information by submitting a 'Subject Access Request' to the Church Secretary. 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,
2nd floor
Churchill House
Churchill way
Cardiff
CF10 2HH
Tel: 029 2067 8400
Fax: 0292 067 8399
Email: wales@ico.org.uk