



Data Protection Policy

Authorised :

Signed : _____

Date : _____

Name : _____

Position : _____

DATA PROTECTION POLICY

Introduction

Bethel Baptist Church holds and processes personal data about living individuals for the purpose of general church administration and communication in accordance with the Information Commissioner's Office (ICO) Guidelines in force from time to time..

The Church is committed to complying with data protection law, the rights of individuals and is committed to complying with the eight principles of the General Data Protection Regulations as set out below. The regulations will apply to all personal data, whether it is held on paper, computer, other media platforms whether local or remote..

All church staff members or volunteers who obtain, handle, process or store personal data for Bethel Baptist Church must adhere to these principles.

Principles

These Eight Principles in summary form are as follows:

- Personal data must be fairly and lawfully processed
- Personal data must be processed for limited purposes
- Personal data must be adequate, relevant and not excessive
- Personal data must be accurate and up to date
- Personal data must not be kept for any longer than is necessary
- Personal data must be processed in line with the data subjects' rights
- Personal data must be secure
- Personal data must not be transferred to other countries without adequate protection

Refer to the official Guidelines for a full explanation.

Actions

Bethel Baptist Church retains personal information about staff, church members, regular church attendees and other individuals who have provided such information for church purposes.

Personal data will only be disclosed to a third party if one of the following circumstances applies.

- The Church is legally compelled to do so
- There is a public duty to disclose

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- Disclosure is required to protect the interests of the individual concerned
- The individual concerned has requested or has given their consent to data being disclosed

Bethel Baptist Church is committed to protecting all personal information that is retained and will respect the rights of people regarding the ways in which their information is processed and disclosed.

To facilitate this process the Church will ensure that :

- paper based information is stored in secure, lockable cupboards
- password protections and encryption is in place for particularly sensitive electronic documents
- access to both paper and electronic personal data is restricted
- personal information will be transmitted securely

Rights of access to retained information.

Staff, Church Members and other individuals whose personal information is retained by Bethel Baptist Church have the right to access that information. This right is subject to certain exemptions outlined in the GDPR regulations in force at the time.

Persons who wish to exercise this right should make the request in writing to the Church who will aim to comply with such requests in a timely manner, ensuring that it is provided within 30 days of receipt of the request.

If personal details are inaccurate, they will be amended upon request.