

# OAKRIDGE BAPTIST CHURCH

## DATA PRIVACY NOTICE

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

### **2. Who looks after Data Protection?**

The Charity Trustees along with Data Protection Lead (if not a charity trustee) are the ‘data controller’. This means they decide how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

Oakridge Baptist Church will comply with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate measures are in place to protect personal data.

### **4. How we will keep and use the information?**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. Your personal data will be kept secure at all times.

We use your personal data for the following purposes: -

- To maintain membership records
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, events, activities (including rotas) and services running at Oakridge

### **5. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Oakridge holds on you by submitting a “Subject Access Request” to the Data Protection Lead
- The right to request that Oakridge corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Oakridge to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to lodge a complaint with the Information Commissioners Office.

### **6. Any concerns**

If you are concerned about the way your information is being handled please speak to the Data Protection Lead for Oakridge, or email [privacy@oakridgebaptist.org.uk](mailto:privacy@oakridgebaptist.org.uk)