



- Processing is necessary for completing a form of contract with the data subject including, but not limited to; wedding and funeral ceremonies, carrying out building work on church property and employment contracts;
- Processing is carried out only for the purposes originally intended when the data was collected, within a reasonable time scale of gaining that data, with a level of transparency that allows the data subject to exercise their rights as described in (7) below.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be used where necessary by other authorised members of the church for purposes connected with the church and in accordance with the relevant basis for processing and consent (if required). For those who have opted in to our mailing list, their name and email address will be shared with Mailchimp, an online company which holds data (limited to names, email addresses, IP addresses and time stamps) in order to process emails, and that which is compliant with current E.U. privacy law. Otherwise, we will only share your data with third parties outside of the church with your consent, or where necessary to comply with UK Law.

## **6. How long do we keep your personal data?**

The length of time your data is retained depends on the purpose we collected your data for. For example; finance and Gift Aid data will be retained for up to 6 years after the calendar year to which they relate; marriage registers will be kept permanently, but the majority of other documents will be kept for a number of weeks, or months up to 2 years, depending on type and relevance.

For full details, please refer to our Data Retention Policy, which can be found on our website at <https://wbchurch.co.uk/about/policies-and-forms/>

## **7. 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 that Walsgrave Baptist Church holds about you;
- The right to request that Walsgrave Baptist Church corrects any personal data if it is found to be inaccurate or out of date;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 Walsgrave Baptist Church to retain such data;
- The right to withdraw your consent to the processing at any time, where consent is given;
- The right to data portability i.e. to request that the data controller provide the data subject with their personal data and to transmit that data directly to another data controller by automated means, where the processing is based on consent or is necessary for the performance of a contract with the data subject;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where processing is based on legitimate interests or the performance of a task in the public interest/exercise of official authority), direct marketing, or processing for scientific/historical research and statistics;
- The right to lodge a complaint with the Information Commissioner's Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting

out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

For queries and to exercise relevant rights, please in the first instance contact our Administrator, Becky at [info@wbchurch.co.uk](mailto:info@wbchurch.co.uk) or 02476 612565.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.