

Pulborough Brooks



Baptist Church

Brief Privacy Notice

Under new data protection legislation (General Data Protection Regulations, GDPR) which will come or came into force on May 25th, 2018, the church secretary of Pulborough Brooks Baptist Church has been appointed as our Data Controller and can be contacted by telephoning 01903 417162 or e-mailing to admin@pbbaptist.co.uk.

We collect information to enable the church to keep in touch with you and to provide appropriate pastoral support. Data Protection legislation requires us to treat this information with discretion and allows us to process this information as we regard it as being in the church's legitimate interest.

Your name and contact details will be entered into our church database which is held on the church secretary's computer. This is both password protected and encrypted and is accessible only by the Minister(s) and Church Secretary. Your contact details will be removed from the database once you are no longer a member or an affiliate of the church.

We will include your name and contact details in our confidential Church Directory which will be distributed in hard copy form to all Church Members and Affiliates. A copy will also be kept secure in the church office. Copies of the Church Directory will not be made available to anyone else. You can ask for any of your contact details to be marked as confidential and not for publication. You can also ask for your details to be modified or removed at any time.

To enable us to provide adequate pastoral support to you and your family, the Minister(s) may record information which may be regarded as sensitive. This information will be stored in password protected documents on the church minister's computer and will NOT be disclosed to anyone else without your prior consent.

You have the right 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 on you 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. A full copy of our Privacy Notice is available to download from our website. If you are still unhappy you have the right to complain to the Information Commissioners Office.