

Castlehill Baptist Church (SC016697 Registered charity)

c/o David Gilchrist (Church Secretary), 2 Merrick Gardens, Bearsden, Glasgow G61 4QU

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Data Protection Policy

May 2018

We, the [deacons] of Castlehill Baptist Church ('the church') wish to document that we take Data Protection seriously and wish to conduct the official affairs of the church concerning membership in accordance with:

- (i) best practice;
- (ii) the Data Protection Act 1998; and
- (iii) the new guidelines of the General Data Protection Regulations May 2018.

Therefore:

1. As part of the work of the church, we need to process personal data. We undertake to gather and process this data on the lawful basis of consent under condition 9(2)d of GDPR, in terms of which we process in the course of legitimate activities with appropriate safeguards as a church.
2. We appreciate that an individual person's name and contact details (including telephone number(s), postal address(es); and email address(es)) comprise sensitive personal information.
3. If we as a church hold such personal information for an individual on an official basis in connection with membership, church events or hall use, we will seek to ensure the following:
 - that the individual concerned knows the nature and detail of their personal data which we hold;
 - that they know and agree to why we hold it;
 - that with their help, we will endeavour in so far as possible to keep their data up-to-date;
 - that they can ask at any time to see their personal data and for their data to be amended or deleted altogether;
 - that they know and agree to the length of time for which it is intended we hold their data.
4. Personal data held electronically will, in so far as possible, be held on an encrypted device, or if the electronic device used is not encrypted, the device will be password protected and stored as carefully and as safely as possible.
5. Personal data held in paper form will be stored in a locked cabinet.
6. Personal data will only be retained by the church for as long as a person is connected to the church, or until an individual requests that their data be amended or deleted.
7. We will not pass an individual's personal information on to any other party without the consent of the individual concerned.
8. An individual has the right to lodge a complaint with the Information Commissioner's Office (the Supervisory Authority for Data Protection) on 0303 123 1113.

Should you have any queries about this policy, please contact CBC DP Controller - David Gilchrist (Church Secretary) on 0141 943 0987 or at davidgilchrist@hotmail.co.uk

Signed David F Gilchrist (Church Secretary)

Date 25th May 2018