

Upper Stratton Baptist Church

'A heart for God and God's heart for others'



01793 831535

admin@usbc.org.uk

www.usbc.org.uk

USBC DATA PRIVACY NOTICE

Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

Who are we?

The Trustees of USBC are collectively the data controller. This means they decide how your personal data is processed and for what purposes.

How do we process your personal data?

The Trustees of USBC 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; by processing personal data lawfully and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of USBC;
- To manage our staff and volunteers;
- To maintain our own accounts and records (including the processing of financial information that you give to us);
- To inform you of news, events, activities and services running at USBC.

What is the legal basis for processing your personal data?

- Your express consent so that we can keep you informed about news, events, activities, services and process your donations.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by USBC as a not-for-profit body with a religious aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

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Sharing your personal data

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. We will only share your data with third parties outside of the church with your consent.

How long do we keep your personal data?

We keep your personal data for as long as it is needed and review our need to retain the data regularly.

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 your personal data which the Trustees of USBC hold about you;
- The right to request that the Trustees of USBC correct 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 the Trustees of USBC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the Trustees of USBC provide you with your personal data and where possible, to transmit that data directly to another data controller.
- 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.
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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. The Trustees of USBC will observe this Data Privacy Notice and all relevant regulations and codes of practice made under it from time to time.

Contact Details

To exercise all relevant rights, queries or complaints, please write to the Trustees of USBC at dataprotection@usbc.org.uk or the address above.

You also have the legal right to complain to the Information Commissioners Office if you are not happy with how your personal data has been processed.

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