

Shirley Baptist Church
Privacy Notice – Information we hold about you

We are committed to preserving your privacy, to letting you know how we use and keep safe your personal information and to making responsible use of your data. We operate policies and procedures to ensure that we meet the standards expected by the General Data Protection Regulations (GDPR).

Reference to “we”, “us”, or “our” in this document are references to Shirley Baptist Church, registered charity 1127354, which includes all organisations and activities organised by the church (such as, but not restricted to, Womens’ Fellowship, Tuesdays Retirement Club, Tiddlywinks, Playtime, Boys and Girls brigades, Youth Club, Christianity Explored, home groups, pastoral visiting teams and administrative teams), Kairos Coffee, and rooms available to community users.

Information about you

We hold personal information about you for one or more of the following reasons:

- Because you are or have been a member or regular attender of the church
- Because you participate in an activity or group organised by the church
- Because you have consented for your children to participate in an activity or group
- Because you have made a donation to, or reclaimed expenses from, the church
- Because you have requested prayer or pastoral support from the church
- Because you have requested information from us
- Because you have used our building for community purposes

The information we hold may include your name, title, email address, physical address, telephone numbers, date of birth, group membership, donations made to us and direct bank payments made by us, dates and details of when you used our rooms or attended events, and pastoral support information.

Our use of this information

We will only use your personal information so that we can answer your requests, provide you with access to our groups, activities, support and services, keep you informed about the activities and mission of the church, or where there is any other legitimate interest of the charity.

We will not share your information with any other organisation or individual without obtaining your specific consent.

We will delete data that is out-of-date or no longer required or relevant.

Data Security

We will take reasonable precautions to prevent the loss, misuse or alteration of any information you give us. This includes the provision of training and guidance concerning data protection to all staff, group leaders and team members who may hold your information.

Contact Us

The Church Secretary and Church Office Administrators are responsible for overseeing the application of the data protection policy and procedures across the church.

If you would like us to correct or update any information, wish to know what information we hold about you, or if you would like your information deleted from our records, then please email us at office@shirleybaptist.org.uk