



The Baptist Church Kilminster
The Beacon
Whitford Road
Kilminster
Devon
EX13 7RF

Church Office Tel: 01297 - 631638

PRIVACY STATEMENT – JANUARY 2022

Under Data Protection legislation the Charity Trustees of The Baptist Church, Kilminster are the Data Controller(s) and can be contacted via the telephone number shown above or by emailing admin@baptistchurchkilminster.org

We collect personal information to enable the church to keep in touch with you, inform you of meetings and events and provide pastoral support as appropriate.

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

The Baptist Church, Kilminster uses *ChurchSuite*[™] software to record personal details of church attendees, friends and partners.

Subject to your consent, your name and contact details will be entered into our church software, which is password protected, and accessed to edit only by the Pastor, Church Trustees, Church Administrator and Ministry Team Leaders. Your contact details will be removed or archived from the software once you are no longer attending the church – unless you ask to remain as one of our "church friends".

To enable us to provide adequate pastoral support to you and your family, the Pastors, one of the Church Trustees or the Church Administrator may record information which may be regarded as sensitive. This information will be stored (password protected) in the church software. This information will NOT be disclosed to anyone else without your consent.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Church Administrator. You also have the right to ask for information, which you believe to be incorrect, to be rectified.

CHURCHSUITE[™] 'SEARCH FOR OTHERS' FACILITY

Once your personal details have been added to the *ChurchSuite*[™] software, you will be invited, via email, to update your details and contact preferences. You can choose which details you want others to see i.e. address, telephone number, email address, etc., when the *Search for Others* facility is used.

ChurchSuite[™] provides a facility to print a Church Contact Directory which may be used for church people who do not have access to computers. From time to time, we will be asking you to update your details and to select what is visible to others.

If you are concerned about the way your information is being handled please speak to a Church Trustee or the Administrator. If you are still unhappy you have the right to complain to the Information Commissioners Office (ICO).

A full copy of the Data Protection Policy for The Baptist Church, Kilminster is available to view in the main Worship Area.

Pastor:	Mike Hudson	Email: pastor@baptistchurchkilminster.org
Secretary:	Richard Andrews	Email: secretary@baptistchurchkilminster.org
Treasurer:	Malcolm Eade	Email: treasurer@baptistchurchkilminster.org

Registered Charity Number: 1193703