

Data Protection Notice

This notice is for all friends and members of Hayling Island Baptist Church (HIBC), and those who have applied for membership. It applies to the processing of your personal data by the Church in accordance with the Church's General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

USE OF YOUR DATA FOR GENERAL COMMUNICATIONS

As a friend or member of HIBC who has requested communications from the church and involvement in its activities, you consent to the processing, retention, and sharing of your personal data for these purposes. You can withdraw your consent and request erasure of your data at any time by notifying the Deaconate or the Data Protection Officer.

USE OF YOUR DATA DURING YOUR APPLICATION TO BECOME A MEMBER

As a candidate to become a member, you consent to the processing, retention, and sharing of your personal data for the purpose of assessing your membership application. You can withdraw your consent and request erasure of your data at any time prior to your initiation by notifying the Deaconate that you wish to cancel your application. In case of children below the age of 18, parental consent will be obtained.

USE OF YOUR DATA AFTER YOU BECOME A MEMBER

As a member of HIBC, your data will be processed, retained, and shared for any reasonable activities of the Church as outlined in the Constitution of the Church, or by the bodies it sanctions (such as the Baptist Union). It is your responsibility to notify the church of any updates to your personal information, such as a change of address, telephone number, or email address.

DEFINITIONS

Data subject	The individual in relation to which HIBC is holding information
Personal data	Information relating to identifiable individuals.
Processing	Any operation, or set of operations, which is performed on personal data, or on sets of personal data, whether by manually or by automated means, such as: collection; storage; retrieval; communication; research; reporting; disclosure by transmission, dissemination, or otherwise making available for communication, reporting, or ministry purposes; alignment or combination; restriction; or erasure.
Controller	The natural or legal person, public authority, agency, or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

DATA PROTECTION PRINCIPLES

As far as possible, HIBC strives to commit to the following in relation to the processing of personal data of its members and affiliates:

- ▶ the Church processes personal data lawfully, fairly and in a transparent manner;
- ▶ the Church collects personal data only for specified, explicit, and legitimate purposes as outlined in its Constitution;
- ▶ the Church processes personal data only where it is adequate, relevant, and limited to what is necessary for the purposes of the processing;
- ▶ the Church keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay. However, this requires that members keep the Church updated about any changes to their personal data;
- ▶ the Church retains personal data only for the period necessary for the processing, or until it is requested to be removed from its communications base by the individuals concerned;
- ▶ the Church adopts appropriate measures to make sure that personal data is secure and is protected against unauthorised or unlawful processing and from accidental loss, destruction, or damage.

Further information on the Church's Data Protection Policy can be found on the Church's website:

www.haylingislandbaptist.org.uk (see links at the bottom of each webpage).

RESPONSIBILITY OF INDIVIDUAL MEMBERS

Please contact the Church's Data Protection Officer should you wish to:

1. object to the Church processing your data;
2. request access to your data;
3. request an amendment to your data.

