

# Darlington Baptist Church Privacy Notice

## **Our contact details**

Name: Darlington Baptist Church

Address: 636 Grange Road Darlington. DL1 5NH

Phone Number: 01325 360449

E-mail: [secretary@darlingtonbaptist.org](mailto:secretary@darlingtonbaptist.org)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics: your name, address, phone number and email address

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- So that we can send you information about the Church and events which you have expressed an interest in

We use the information that you have given us to send our weekly news bulletins and invite you to church events.

We may share this information with other church attenders who are also on the database.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**Your consent. You are able to remove your consent at any time. You can do this by contacting:**  
[secretary@darlingtonbaptist.org](mailto:secretary@darlingtonbaptist.org)

You can also update your own personal information on mychurchsuite at any time.

## **How we store your personal information**

Your information is securely stored.

We keep your contact details whilst you are attending the church. We will ask you to update your consent every year. If you leave the church, we will remove your data from the database.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. You can amend your own personal data via mychurchsuite.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [secretary@darlingtonbaptist.org](mailto:secretary@darlingtonbaptist.org) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at: [secretary@darlingtonbaptist.org](mailto:secretary@darlingtonbaptist.org)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Published date: 28.11.2023