

## **Herne Hill Baptist Church Privacy Policy**

Herne Hill Baptist Church takes your Privacy seriously and will not share any information that we have about you with a third party, without your express permission. We only keep the minimum requirement of information about you as is necessary and that you agree to us having.

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

### **Church Members and Attendees**

We collect names, addresses, email addresses and telephone numbers to enable the church to keep in touch with you and provide pastoral support as appropriate. We will also use your email address to provide information on church activities and local community events.

Your name and contact details will be entered into our church database which is held on the church office computer which is password protected and accessed only by the Minister and Church Office Manager. Your contact details will be removed from the database if you leave the church – unless you ask to remain as one of our church “friends”.

If you serve Herne Hill Baptist Church as a member of staff or in a key role then we will pass on your name and contact details to the Baptist Union of Great Britain and/or the London Baptist Association (of which we are members) to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

To enable us to provide adequate pastoral support to you and your family, one of the Ministers/pastoral team may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computer but the password will only be known by the Ministers/pastoral team. 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 Office Manager. You also have the right to ask for information which you believe to be incorrect to be rectified.

### **Community Groups**

If you attend a group run by HHBC then we will keep your contact details and any other important information securely on our IT system and, where necessary in paper form, in a locked filing cabinet in the church office. We will not pass on your details to any third party without your specific request to do so.

### **Contact**

If you are concerned about the way your information is being handled please speak to our Office Manager. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

Under Data Protection legislation, the Office Manager of Herne Hill Baptist Church (Linda Jones) is the Data Controller and can be contacted by ringing 020 7274 5445 or emailing [office@hhbc.org.uk](mailto:office@hhbc.org.uk)

### **Cookies on our website**

Generally, we use cookies to help us administer this website and to improve the website's usability. We may also use cookies to identify which pages are being used most frequently. This helps us analyse data about webpage traffic and improve our website to tailor it to user needs.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you would prefer. You should consult the documentation of your web browser for advice on how to do this. Please note that restricting or disabling cookies may impact the functioning of parts of our website.

Cookies normally expire after a length of time which can vary from a few minutes to more than a year. Some cookies are 'session cookies' which are deleted when you close your internet browser or after a period of inactivity. Others are 'persistent cookies' which remain on your computer until their expiration date.