

Last reviewed June 2021

## DBC Data Privacy Policy – Employees

Dundonald Baptist Church is a member of the Association of Baptist Churches in Ireland.

Your privacy is important to us and this Privacy Policy sets out how we collect, handle, and keep secure your personal information and your rights regarding this.

We do not sell or trade email lists or any other personal data with other organisations. We will use the data you supply only to enable us to maintain the church and fulfil our legal responsibilities and make contact about arrangements, events and information relating to your employment, the church and its organisations.

Any personal data you provide will be processed according to the UK Data Protection Act 2018 and in line with our Data Protection Policy. We will take all reasonable precautions to prevent the loss, misuse or alteration of your personal information.

We may disclose information about you to any of our employees, office-bearers or members insofar as is reasonably necessary for the safe and effective running of the church. We will not provide your information to third parties other than ABCI for payroll and contact unless required to do so by law. The ABCI's privacy notice is available to view.

As some services are recorded your image may be recorded and made available online indefinitely. This is a requirement of your employment.

We will retain your data for as long as you are an employee and up to 1 year following the termination of your employment. After this data required for HMRC will be retained for 7 years. Furthermore some limited data will be retained for historical purposes and to meet any statutory and safeguarding requirements.

We may disclose your personal information:

- to the extent that we are required to do so by law;
- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish, exercise or defend our legal position and to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact [webmaster@dundonaldbaptstchurch.org](mailto:webmaster@dundonaldbaptstchurch.org)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

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For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact [webmaster@dundonaldbaptstchurch.org](mailto:webmaster@dundonaldbaptstchurch.org)

We may update this privacy policy from time-to-time by advising you in writing. You should check this to ensure you are happy with any changes.

You may contact us at any time if you have any questions about this privacy policy or our treatment of your personal information by emailing [webmaster@dundonaldbaptstchurch.org](mailto:webmaster@dundonaldbaptstchurch.org)

You have the right to complain to the ICO if you are unhappy about how we handle your data. <https://ico.org.uk>