



Rugby Baptist Church

Regent Place, Rugby CV21 2PJ

www.rugbybaptist.org.uk

Church Office 01788 570410 office@rugbybaptist.org.uk

Registered Charity Number 1126606

Church Suite Privacy Notice

Rugby Baptist Church is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled. We have a data protection policy that explains in further detail our responsibilities and how we will meet them. To read our policy click here: [RBC Data Protection Policy 2022.pdf](#)

What is ChurchSuite being used for?

We are using ChurchSuite to help us manage our database of members, adherents and volunteers. The ChurchSuite system is only accessible to church leaders and admin team who have responsibility to manage / maintain the database or who have other specific responsibilities within the church which they can only fulfil by having this access. We use the data in ChurchSuite to keep in touch with you with news, events, activities and services; to manage attendance and sign ups to events and services; to enable us to offer you pastoral care as and when appropriate; and to manage and support our volunteers so we can provide services, ministries and fulfil our mission as a church.

What about the Church Directory?

The Church Directory is the church address book available only to those who are members or otherwise part of the Rugby Baptist Church Family. It is available via My Church Suite or in printed form on request from the church office. You need to give your permission to be included in the Church Directory, and you can also decide which contact details are included. You can give this permission via My Church Suite or by asking a member of the admin team. You can make alterations to your contact details at any time via My ChurchSuite, or by asking a member of the admin team, and you can ask to have your details removed from the directory.

There is no contact information for children visible in the Church Directory.

How long will we keep your personal data?

Your contact details will be removed from the ChurchSuite database once you are no longer a member or adherent of the church—unless you ask to remain as one of our

“church friends”. You can request for your personal data to be removed at any time. Information we hold about children is updated annually at the start of the school year, and the default is that we remove any information we hold that has not been updated.

Will we pass on your contact details?

If you serve Rugby 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 Heart of England 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.

Otherwise, we will not pass your details to a third party unless required to by law.

Pastoral Information

To enable us to provide adequate pastoral support to you and your family, a Minister may record information which may be regarded as sensitive. This information will be stored securely and be accessible only by the Minister concerned. This information will *not* be disclosed to anyone else without your consent.

Who can you contact about this?

Under data protection legislation the **Charity Trustees of Rugby Baptist Church** are the Data Controller, and can be contacted via the Church Secretary (secretary@rugbybaptist.org.uk) or via the church office (office@rugbybaptist.org.uk tel: 01788 570410 or 07305 619012).

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 Secretary at secretary@rugbybaptist.org.uk, or via the office. You also have the right to ask for information which you believe to be incorrect to be rectified, or to ask for deletion.

If you are concerned about the way your information is being handled please contact our Data Protection Trustee at gdpr@rugbybaptist.org.uk, or via the office. Our office address is Rugby Baptist Church, Regent Place, Rugby, CV21 2PJ. If you are still unhappy you have the right to complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.