



Privacy Notice for Donors

Under Data Protection legislation the church Charity Trustees of Purley Baptist Church are the Data Controller and can be contacted by ringing 020 8668 0422 or emailing office@purleybaptist.org

We are collecting this information to enable the church to keep in touch with you and comply with HMRC regulations concerning Gift Aid donations. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest and a legal requirement.

Your name and contact details together with any financial details will be entered into our church accounting software which is held on a computer system which is password protected and accessed only by the Treasurer, Church Secretary, the Gift Aid Secretary, and the financial Administrator. Your contact details will be held on the database for seven years after the last donation received, or such time period as required by HMRC.

Original signed paper authorisations will be held securely by the Treasurer or their Assistant for seven years after the last donation received, or such time period as required by HMRC.

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Data Protection Officer. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled, please speak to our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Our full Data Protection Policy is available to view and download at <https://www.purleybaptist.org/policies>.