**CONFIDENTIALITY & DATA PROTECTION POLICY**

Buttershaw Baptist Church collects personal information in order to establish its membership and to correspond with members of the public who choose to engage with its activities. Information and personal data received by Buttershaw Baptist Church will be kept secure and confidential and only for so long as is necessary. In order to maintain the confidence of our members and the wider public, we will ensure that the following procedures are followed:

* Individuals can see details kept about them at any time. Personal information or data will be held only as long as is necessary and lawful.
* Information or personal data received will only be processed with consent\* of the individual except in matters of safeguarding.
* Information or personal data will only be shared outside of Buttershaw Baptist Church with the prior consent\* from the individual except in matters of safeguarding.
* Information or personal data regarding someone under the age of 18 will only be given directly to the child’s parents or the adult nominated by the parent.
* All members who lead activities that are likely to gather any information or personal data will be made aware of the importance of confidentiality and their responsibilities.
* Electronic data such as emails, photos, cloud storage etc will be kept secure with strong passwords and access restricted to approved individuals and secure devices.
* Buttershaw Baptist Church is registered with the Information Commissioner’s Office under registration reference: ZA376339

\*Consent must be **actively** given in a **recordable** format. Consent must not be presumed.