



Dorchester Baptist Church

Privacy statement for collecting gift aid information

This privacy statement has been established to give a clear explanation of our data processing practices to safeguard you and your personal information.

Our promise to you

We want to ensure that you are comfortable with and understand how we use your data and promise to respect any personal data that you consent to share with us.

Our details

Dorchester Baptist Church is a Charitable Incorporated Organisation (CIO) registered at the Charity Commission under charity number 1169770. Under Data Protection legislation, the CIO is the Data Controller and the Church Secretary acts as our Data Protection Officer.

What data we collect and why

On the gift aid form we are collecting your name and address and signed declaration to enable the church to reclaim tax on a donation made by a UK taxpayer at your request which effectively increases the amount of the donation.

Who we share your data with

Your information will be kept in a locked cabinet and/or electronically, is password protected and only accessed by Ministers, Trustees, office staff or appropriately trained group leaders. The data will be held for the legitimate use by DBC in-line with HMRC guidance. The data will not be shared or sold to any third party for marketing purposes.

Storing and retaining your information

We will review the information we hold in-line with HMRC guidance and remove any data that is no longer be required.

Your rights regarding your data

You can ask for your details to be removed at any time and the claiming of gift aid would then cease. You also have the right to request what personal information we are storing and ask us to amend it if any of the information is inaccurate. 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.

Future changes to our privacy policy

From time to time it might be necessary to make changes to this privacy statement and this will be available on the Dorchester Baptist Church website. If we make any significant changes to how we use your data, we will contact you directly as well as making changes clear on the privacy statement.

For further information about privacy and data consent, please visit the Information Commissioner's Office website at www.ico.org.uk

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