



## Privacy Notice for those Hiring Rooms

We collect personal details (including names and contact details) from those hiring and/or using rooms on the Church premises whether representing an organisation or on their own behalf (below, in both cases, we call such people "hirers"). We collect this information to enable us to be in touch with you about the use of the premises, to submit invoices, to chase payment etc. If you do not provide this information then we will not be able to allow you to use the Church premises. Data Protection legislation allows us to process this information as we regard it as being in the Church's legitimate interest.

Under Data Protection legislation the Leadership Team of Teddington Baptist Church (email: [lt@teddingtonbaptist.org.uk](mailto:lt@teddingtonbaptist.org.uk)) is the Data Controller and Colin Hicks is our Data Protection Coordinator (tel: 0208 977 8000; email: [colin@teddingtonbaptist.org.uk](mailto:colin@teddingtonbaptist.org.uk)). We are required by law to provide privacy notices like this explaining how we handle personal details and the rights of data subjects.

The personal details we collect may be held on paper copies in a locked cabinet and/or locked room and may be held on the Church computer network and/or on secure cloud storage. Personal details held on the Church computer network and/or on secure cloud storage will be password protected with access limited to authorised individuals. Data held in secure cloud storage may be held outside the European Economic Area (EEA).

Your personal details may be passed to third parties providing computer, financial or other administrative services to the Church but for use only for those functions. We may pass your personal details to NHS Test and Trace. We will not otherwise, without your permission, pass your personal details to third parties except as required by law.

We may use your contact details to draw your attention to activities that we believe might be of interest to you. We may also use your personal details for the purposes of research (e.g. analysing the kind of people using our premises).

Your personal details will be removed from our records a reasonable time (about two years) after you stop being a hirer of our premises, provided there is no reason for them to be retained for legal, safeguarding, historical, research, statistical or other relevant purposes.

If you visit our website, our webhosting company may capture personal details (e.g. your IP address) which will be made available to us. This will only be used for statistical purposes (e.g. counting the number of different daily visitors to our website).

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to our Data Protection Coordinator. You also have the right to ask for information about you to be deleted and also 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 Coordinator. If you are still unhappy you have the right to complain to the Leadership Team and to the Information Commissioner's Office.

Approved by the Leadership Team  
6 July 2020