



Scottish Baptist Lay Preachers' Association

Data Protection Policy

We, the Leadership of the Scottish Baptist Lay Preachers' Association ('the Association') wish to document that we take Data Protection seriously and wish to conduct the official affairs of the Association concerning membership, communication, events and our ministry in accordance with:-

- best practice;
- the Data Protection Act 1998, and;
- looking forward, with the new guidelines of the General Data Protection Regulations which are due to be enforced as from 25th May 2018

Therefore:-

- We appreciate that the name and contact details (including telephone number(s), postal address(es) and e-mail address(es)) of a member comprise sensitive personal information
- If we as an Association hold such personal information for a member on an official basis in connection with membership, communication, events and our ministry, we will seek to ensure the following:-
 - that the member concerned knows the nature and detail of the personal data which we hold;
 - that they know and agree to why we hold it;
 - that with their help, we will endeavour in so far as possible to keep their data up-to-date;
 - that they can ask at any time for their data to be amended or deleted altogether;
 - that they know and agree to the length of time for which it is intended we hold their data.
- Personal data held electronically will, in so far as possible, be held on an encrypted device, or if the electronic device used is not encrypted, the device will be password protected and stored as carefully and as safely as possible.
- Personal data in paper form will be stored by the Leadership (President, Secretary and Treasurer) in a locked cabinet.
- We will not pass an individual's personal information on to any other party without the consent of the individual concerned.

- Members e-mail addresses will be used only for the purposes of communicating information specifically related to the life and ministry of the Association, and only by, or with the prior approval of, the Leadership.

Should you have any queries about this Policy, please contact the Secretary on (0141) 639 6985 / email address – glenpcartwright@gmail.com

Approved by the Committee of the Scottish Baptist Lay Preachers' Association on 13th October 2017

