

## **Churches Together in Potters Bar – Privacy Notice**

Under the General Data Protection Regulation (GDPR) the officers of Churches Together in Potters Bar (CTPB) are the Data Controller.

We keep specific information about church representatives and clergy to enable us to keep in touch and provide information as necessary. GDPR allows us to process this information as we regard it as being in our legitimate interest.

If you are not a church representative or member of clergy but have provided personal information to us so that we can keep in contact with you we will only use your information in the way you have given us permission to. In these circumstances you may ask for your details to be deleted at any time.

Your information will be kept securely on the computer and in a locked file by the CTPB Secretary. Your information will only be accessed by or on behalf of the officers of CTPB. Your details will be destroyed once you are no longer an active member of CTPB unless you ask to remain on it.

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the [CTPB Secretary](#). 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 contact the [CTPB Secretary](#). If you are still unhappy you have the right to complain to the Information Commissioners Office.