Privacy Notice for Employees

We collect personal details (including names and contact details) from our employees and office holders to enable us to enter and maintain a contract of employment with you and to manage employment related matters. If you do not provide this information then we will be unable to enter into or maintain a contract of employment with you. Data Protection legislation allows us to process this information as we regard it as being in the Church's legitimate interest as well as being necessary to fulfil legal obligations (e.g. under employment law).

Under Data Protection legislation the Leadership Team of Teddington Baptist Church (email: 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). We are required by law to provide privacy notices like this explaining how we handle your personal details and your rights related to such data.

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 computing, 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 will be undertaking performance appraisals as part of your employment and copies of the reports from these (along with all documents supplied as part of your application) will be 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 in each case password protected and with access limited to your line manager. If appropriate, information from these documents may be shared with the Leadership Team but will not be disclosed, without your permission, to anyone else 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 attendance at our activities by age group).

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

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