

GOSPEL STANDARD BAPTIST LIBRARY

GDPR Notice

1. Introduction

1.1 The Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR) regulates how personal information can be processed by organisations and gives individuals specific rights regarding personal information organisations may hold about them. The Gospel Standard Baptist Library (GSBL) is committed to ensuring that it takes all reasonable steps to meet its responsibilities under the terms of both the DPA 2018 and UK GDPR and to promote good practice in the processing of personal information.

2. Purpose

2.1 The purpose of this notice is to explain how the personal information GSBL processes as it carries out its business is dealt with properly and within the terms of the DPA 2018 and UK GDPR. It sets out how GSBL will implement its commitment to protecting the personal information it holds.

2.2 This data will include:

- Names and postal addresses of customers in the UK and overseas
- Email addresses
- Telephone numbers
- Names and email addresses shared with Bailey Systems for making loans from the Library to customers who ask for them.
- Bank details of those who buy or donate to the Library.

2.3 The data will be used for the normal and legitimate activities of the GSBL, including:

- recording items borrowed, renewed and returned from the library
- recording research activities of those using the library archives and records
- requests for the library to buy or sell books and other items
- requests to receive books and other items to read on circulation

3. Policy

3.1 GSBL will meet the requirements of both the DPA 2018 and UK GDPR by ensuring that personal information is:

- fairly, lawfully and transparently processed
- obtained and processed for limited, specified and lawful purposes
- adequate, relevant and limited to what is necessary for processing purposes
- accurate and where necessary, kept up to date
- not kept longer than is necessary and rectified if necessary
- processed in accordance with the individual's rights
- secure

3.2 GSBL will promote data protection good practice by:

- informing all staff of their responsibilities under the DPA 2018 and UK GDPR
- ensuring all staff who process personal information are appropriately supervised and trained
- putting in place procedures to ensure that enquiries regarding personal information are dealt with promptly
- monitoring procedures for compliance and effectiveness regularly

- assessing and evaluating methods of processing personal information regularly
- providing a point of contact for advice and assistance with data protection issues
- confirming that partners who process information on behalf of GSBL will abide within the requirements of DPA 2018 and UK GDPR

3.3 GSBL will ensure that individuals' rights are managed under the DPA 2018 and UK GDPR including:

- the right to be informed of how their personal information is being used
- the right of access to their personal information and be aware of and verify the lawfulness of the processing.
- the right to obtain rectification of inaccurate data concerning them and (taking into account purposes of processing) to have incomplete personal data completed
- the right to have personal data erased when there is no compelling reason for its continued processing; i.e. 'the right to be forgotten'
- the right to ask GSBL not to process personal information where it causes substantial unwarranted damage to them or anyone else
- the right to data portability of personal information that the individual has provided to GSBL
- when processing is carried out by automated means the right to object to GSBL processing their personal information.
- The right not to have their data used for direct marketing and processing or for purposes of scientific/historical research .