

Presteigne Baptist Church Privacy Notice

Introduction

From 25th May 2018 the new General Data Protection Regulations come into force which essentially give individuals more rights over how information is stored and used by a church or any organisation. In particular, we are required to tell our members, office holders, employees and friends of this church what information we hold, how we store and use it.

The Trustees/Deacons of Presteigne Baptist Church are responsible for data protection and have appointed Nick Cavan and Kate Doubleday to oversee Data Protection for Presteigne Baptist Church as data controller(s).

1. What Information do we hold?

We hold the names, addresses, telephone numbers, e-mail addresses of our members. We hold bank details of those members who contribute by bank transfer. We hold safeguarding information in relation to children youth and vulnerable adults.

2. How do we store your information?

Paper information is held securely in locked cabinets and the keys are also held securely. Electronic information is password protected and/or encrypted

3. How do we process your personal data?

A. Member Details: The Trustees/Deacons/Church officers hold contact details (name, address, telephone, number, e-mail address) for the Members in order to:

- keep in touch
- notify you of services, events and meetings, courses, training
- provision of pastoral support
- circulate prayer requests
- request assistance from you in the running of the church (e.g. rotas)
- administer member records, including the processing of gift aid
- refer to you in our newsletter, e.g. in case of a celebration, illness

How long will they be kept for?

Necessary information will be held for so long as you are in membership with Presteigne Baptist Church. However, Gift Aid Declarations will be kept for a minimum of 6 years after the calendar year to which they relate. Information relating to dedication registers / marriage registers will be kept permanently.

What is the legal basis for processing this data?

We process this information, including any sensitive personal data (which includes an individual's religious belief/affiliation) on the following grounds:

1. Legal Obligation (e.g. processing Gift Aid or Safeguarding.)
2. Contract (e.g. letting out the church hall to individuals and groups.)
3. Legitimate Interest (routine church administration, such as publishing membership rolls for internal use, rotas, pastoral notes etc.)
4. Consent: If we do not already have legal, contact or legitimate consent then we will secure your written consent in a clear manner, appropriately recorded and updated as necessary.

B. Friends of the Church: The Trustees/ Deacons/Church Officers hold contact details (name, address, telephone, number, e-mail) for Friends of the Church in order to:

- keep in touch (e.g. send you a newsletter)
- notify you of services, events and meetings, courses, training, holiday clubs, lunch clubs

How long will they be kept for?

The information will be kept until you tell us that you do not want to receive any further contact or we are advised of an individual's decease. Information retained will be reviewed every 2 years.

What is the legal basis for processing this data?

As a Friend of the Church (e.g. non-member, attending luncheon club, mothers and toddlers) we will only hold your contact details if you are in regular contact with us or if we have secured your written consent to hold this information. We will not share your information with anybody else.

C. Annual Report

Presteigne Baptist Church is required by law to publish an Annual Report.

We will only publish the following personal details; names in the Annual Report if we have obtained written consent. A request to renew the consent will be updated on a regular basis every three years.

What is the legal basis for processing this data?

If we publish personal details and sensitive information we will secure your written consent prior to us doing so.

D. Church Directory

The Church Directory, if existent, is the primary reference point for members, regular attendees and those who organise the running of Presteigne Baptist Church to find contact details. This directory is widely available to Church Members and regular attendees and a copy is also kept in the church. We do not give copies to anyone else, but it is widely available. We very much hope that you will give us your written consent to include your details in the directory.

What is the legal basis for processing this data?

If we are publishing your personal details, we will seek your written consent to do so.

E. Safeguarding Information

This includes references for those who are working with children and vulnerable adults, parental consents, emergency contact information, medical information and medical contacts.

How long will this information be kept for?

For so long as the individual is participating in church activity.

What is the legal basis for processing this data?

The church has a legal obligation to hold this information in order to meet its safeguarding responsibilities.

Further Information

Data Retention

We may keep more details and for longer periods if you have been involved in ministries that have legal record-keeping obligations such as child-protection, employment or accident reporting.

Sharing your Personal Data

We will not share your personal data with third parties unless we have secured your consent beforehand or are required to do so by law.

Your rights

You have a number of rights in relation to the personal data that is held about you. You can request a copy of the personal data held and how this is processed. You also have the right to update, amend, restrict or withdraw consent to the processing of your data along with the right to erase your data. Should you wish to exercise your rights then please contact Nick Cavan or Kate Doubleday.

1. You have the right to erasure – the right to request that we delete some or all of your details. This right only applies where we have no legitimate interest or legal requirement (e.g. child protection) to keep them. For example, if you gave us your mobile number but now want us to delete it, since it's not a requirement for running the church, but just a convenience, then we are obliged to do so.

If you are not currently involved with the church and have not been involved in any ministries that would legally require us to keep records then we require opt-in consent from you to keep your data. You have the right to withdraw this consent at any time.

Legitimate Interest is also overridden by your interests, rights or freedoms. For example, if we want to keep your address to help us provide pastoral care, but you argue that you want your address to be totally secret because you would be at risk of harm if it became known, then that risk would override our convenience and we would be obliged to delete it.

2. You have the right to rectification – if we hold incorrect details about you then you can require us to correct them.
3. You have the right to be informed about how we use your contact information.
4. You have the right of access – we must provide you with details of information we hold about you on request. However, if your request is manifestly unfounded or excessive then we can charge a reasonable fee for responding or we can refuse to respond to the request, save for stating in writing, why we have decided to do so.
5. You have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you think we have been mishandling your data.
6. You have the right to restrict further processing of your data for example if you have lodged a formal complaint and are awaiting the outcome.

7. You have a right of portability – the right to request that all of your information be sent to another church or organisation.

Subject Access Requirements

Requests for information will be processed within one calendar month. The church should be aware that there are occasions when it would be inappropriate to release information. If any such reservations arise (e.g. in relation to safeguarding) advice can be sought from the Information Commissioner on 0303 123 1113 or the website: www.ico.org.uk

Complaints

If you are concerned about the way your information is being handled then please contact in the first instance Nick Cavan or Kate Doubleday and if you remain unsatisfied with the outcome then you can refer the matter to the ICO via the website:

<https://ico.org.uk/concerns/handling/> or you can call the helpline on 0303 123 1113