

## North Bradley Baptist Church – Privacy Notice

In this privacy notice “we” / “us” refers to North Bradley Baptist Church, which is the data controller for your personal data.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are fully aware of how and why we are using your data.

### **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data. Identification can be by the information alone or in conjunction with any other information.

### **What personal data are we collecting?**

It is necessary for us to process a wide range of personal information to perform our tasks, which may include some or all of the following:

- **Contact Information** – including name, telephone number, address and email address
- **Demographic Information** – as part of our responsibility to care for each other as members of the church, we may process demographic information such as gender, age, date of birth, marital status, nationality, family composition, and dependents
- **Special Category Information** – some sensitive information will be kept which the Information Commissioner’s Office classify as “Special Category”. This would include information relating to an individual’s religious beliefs and physical health
- **Ministry records** – including attendance registers and where appropriate photography of events and services
- **Consents** - Information relating to permissions, consents and contact preferences
- **Disclosure & Barring Service (DBS) Checks** - Information relating to checks completed on individuals within the church who work with children and vulnerable adults
- **Financial Information** - Relating to payments, gifts, expenses and salaries. This may include bank account details, gift aid forms and national insurance numbers.

### **Why are we collecting your personal data?**

We collect personal data to fulfil our purposes as a church, to provide appropriate pastoral care, to monitor and assess the quality of our services, and to comply with the law. Most of our data is processed because it is necessary for our legitimate interests. An example of this would be our safeguarding work to protect children and adults at risk. Some of our processing is necessary for compliance with a legal obligation. For example, we are required by HMRC to provide details of your personal data when your donations are eligible for Gift Aid.

Where your data is used for purposes other than one of these legal or legitimate bases, we will first obtain your consent for that use. We do not share your information with others except as described in this notice.

### **How do we process your personal data?**

Your privacy is important to us, and we are committed to comply with our legal obligation to safeguard the privacy of your personal data, ensuring that personal data is:

- obtained and processed lawfully, fairly and in a transparent manner;
- collected for specific, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and kept up to date. Data which is found to be inaccurate will be rectified or erased without delay;
- kept for no longer than is necessary for its given purpose;

- used in a way which complies with your rights, ensuring appropriate security of the personal data. This will include protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, and;
- processed in a manner that complies with the relevant GDPR procedures for international transferring of such data.

As such we have introduced several policies to protect your personal data, including a “Data Retention Policy”, an “Information Security Policy” and a “Data Breach Policy”. For more information please contact our Data Protection Officer.

### **Who do we share your information with?**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where we are required to by law, or where it is necessary for the performance of our tasks, or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- **Internally:** We may share your personal data amongst church officers, ministry leaders or helpers but only when it is relevant to do so, and always in line with our Information Security Policy.
- **Legal compliance:** We are legally obliged to share some information to adhere to UK law. For example, as we are a registered charity, we must submit our accounts, which need to be independently audited. We must also fulfil our legal requirements for safeguarding, for which it may be necessary to share your information with law enforcement entities.
- **Approved 3rd Parties:** This refers to systems or organisations that we may share data with to enable the church to function, as we are not able to internally do that work or create those programmes. Some examples of our approved 3<sup>rd</sup> parties would be PlanningCenter (service planning, rotas etc), Wordpress (website management), HMRC (“Government Gateway”), CAF Bank (our main Bank account provider) and Stewardship. We will carefully vet any 3<sup>rd</sup> party before use to ensure they will in turn keep personal data secure in line with the law. We do not give, sell, trade or share any of your personal data to organisations that we think may be of interest to you, ever.

### **Requesting access to your personal data**

Under Data Protection Legislation, you have the right to request access to information that we hold about you. To make a request for your personal information contact Phil Taylor. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact our Data Protection Officer Phil Taylor (01225 763 583 / [dataprotection@nbbc.org.uk](mailto:dataprotection@nbbc.org.uk)). If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at 0303 123 1113 or at <https://ico.org.uk/make-a-complaint/>.

We reserve the right to change this policy at any time. Where appropriate we will notify data subjects of those changes by mail or email.