

# **DATA PRIVACY NOTICE**

## **BORSTAL BAPTIST CHURCH**

### **What is GDPR?**

The General Data Protection Regulation (GDPR) is a new legal framework being introduced across the EU to set out regulations relating to the processing of personal data. It replaces the existing UK Data Protection Act 1998 (DPA). The GDPR applies in the UK from 25 May 2018. The government has confirmed that the UK's decision to leave the EU will not affect the commencement or the application of the GDPR.

The Information Commissioner's Office (ICO) is the independent supervisory authority set up to promote and oversee compliance with data protection legislation in the UK.

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

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR"). All organisations in the UK must state the basis upon which they handle all personal data and explain this in a Data Privacy Notice.

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

As a working and inclusive church we undertake various administrative functions and as part of this we naturally collect and use information about our church members and other people who we come into regular contact with. This includes things like membership lists, rotas, youth groups, fellowship meetings and prayer lists. Borstal Baptist Church complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate measures are in place to protect personal data.

The information is held only on password-protected computers or hard copy information in a locked filing cabinet, by authorised individuals.

We use your personal data for the following purposes:–

#### **(i) To administer membership records**

- We hold contact details of our church members such as names, addresses, telephone numbers and email addresses. Such records are maintained within a church members directory which is shared with all Church members to facilitate easier communication between individuals.
- Names of Church members may be included within rotas for various activities undertaken as part of the church's day-to-day work.

**(ii) To administer attendance of meetings**

- Data held relating to meetings held for church members such church meetings, bible study and prayer groups.
- Data held relating to activities held for predominantly non-members such as youth group (Powerhouse) and Mother and baby/toddler groups (Little Treasures) and Kingsquad.

**(iii) To manage our employees and volunteers.**

- The processing is necessary for compliance with a legal obligation. For example, the payment of income tax and national insurance, in respect of employee payment details.
- We obtain written references for volunteers engaged with activities at the church

**(iv) To maintain our own accounts and financial records (including the processing of gift aid applications).**

This information is held by the treasurer and his assistant only.

**(v) Where we are required to for legal purposes.**

This includes securely maintaining Child Protections Records (please see our Child Protection Policy Documents for more details) and for health and safety records such as incident books.

For all our children's and youth work we obtain consent from parents/guardians together with emergency contact details and other data which may be significant for the welfare of the children.

**(vi) To inform you of news, events, activities and services at the Church such as our weekly newsheet and prayer diary handed out at Sunday church services.**

## **Sharing your personal data**

Your personal data is treated as strictly confidential. Church Member details will only be shared with other members or regular attendees of the church in order to provide a service to all church members for purposes connected with the church. We do not share your data with external third parties outside of the Church except where there is a specific contractual or legal obligation (as detailed above). We never share any data for the purposes of Direct Marketing; by us or by any other parties. To the best of our knowledge, we do not share data with any overseas organisations.

## **How long do we keep your personal data?**

We keep data in accordance with the guidance set out by the ICO.

"Statutory" data such as employment, gift aid declarations and other such associated paperwork is kept for up to 6 years after the calendar year to which they relate.

“Transient” Data regarding youth club attendees, rotas and fellowship meetings are only kept for the duration of the activities themselves. For example, the registration and consent forms used for our Youth Clubs are kept and used only for the school year to which they relate. At the end of that time all the forms and the data they contain is securely destroyed.

“Ongoing” Data such as members details contained within Membership Directory is held for as long as an individual remains a member of the church.

## **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:–

- The right to request a copy of your personal data which is held by Borstal Baptist Church.
- The right to request that Borstal Baptist Church corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Borstal Baptist Church to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable and in accordance with ICO regulations.
- The right to lodge a complaint with the Information Commissioners Office.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Our Public Wi-Fi**

Within our church premises we offer access to a public Wi-Fi service to access the internet.

This is a fully open facility for which, whilst access is protected via a password, no data is captured or stored for the purposes of monitoring, usage or filtering.

## **Contact Details**

It is our desire to be fully open and transparent about the data we collect during the course of our work as a church and trust that you will find all the information you require in this policy document.

To exercise all relevant rights, or if you have any queries or questions/complaints please in the first instance contact our minister:-

Tim Parsons 01634 780906

For more information about GDPR, you can contact the Information Commissioner's Office on 0303 123 1113 or via their website <https://ico.org.uk>

This policy was last reviewed and updated on: 13 November 2019.