

GDPR Privacy Statement

Measham Baptist Church

Data Controller: known as Measham Baptist Church (MBC)

Data Protection Lead: Stuart Boam

Date of Statement: 16 September 2021

This privacy statement is used in conjunction with the Data Protection Policy for MBC. It covers how MBC will process (use and store) your data, what data we hold, your individual rights and how you can contact us about your data.

The MBC Data Protection Policy covers our use of Personal data.

Our processing of personal data is governed by the Data Protection Act 2018 and the General Data Protection Regulations (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

MBC has appointed a number of responsible people for the control and processing of personal data that we hold. A list of the individuals can be inspected at the Church Office by request. For clarity, the term Data Controller covers all Youth Group Leaders, Sunday School Leaders, Designated Membership Office Holders and Trustees for MBC.

So, how is your data used and processed?

MBC processes data containing:

- Names, titles, and aliases, photographs.
- Contact information including telephone numbers, postal /residential addresses, and email addresses.
- Where there is a legitimate interest to facilitate our charitable aims and activities, Christian outreach or where you have provided them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependents;
- Where you give financially in support of MBC or pay for church activities (event bookings etc.), financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- As a church, the data we process is likely to constitute sensitive personal data. The very fact that we process your data at all may be suggestive of your religious beliefs.

As a Data Controller, all our appointed persons will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorized access and disclosure and to ensure that appropriate technical measures are in place to protect personal data. If you have any concerns about how your data is being used, please speak with our Data Protection Lead: Stuart Boam

We only hold data that either we are legally obliged to or that helps us fulfil our missional and charitable aims as a church. We are a membership organization and good communication with our membership is an essential part of being church.

Therefore, we will hold and process data to:

- enable us to meet all legal and statutory obligations
- Comply with and facilitate our comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments (please see our safeguarding policy);
- Help you grow as a disciple and to minister to you and provide you with pastoral and spiritual care (such as visiting/contacting you when you are ill or bereaved)
- Deliver our Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of our charitable organization.
- Administer our membership records of adult and child members.
- Enable us to follow up membership, course, and event enquiries
- Fundraise and promote the interests of the Church and charity.
- Maintain our own accounts and records.
- Process and record financial donations that you have made (including Gift Aid information).
- Communicate with you about your views or comments.
- Update you about changes to our services, events, role holders and any matters of interest related to you church community.
- Send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities.
- Enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution.

What is our legal basis for processing your personal data?

- Most of our data is processed with the consent of the data subject or because it is necessary for our legitimate interests to enable our charitable and missional aims. For example, maintaining membership records, safeguarding our children, recording our financial donations, and operating team rotas for the effective function of Sunday services.
- Some of our processing is necessary for compliance with a legal obligation. Retaining safeguarding records and gift aid declarations are examples of this.
- We may also process data if it is necessary for the performance of a contract with you, or to provide a direct service to you. For example, the organisation of Weddings or Funerals
- As a religious organisation, we are permitted to process information about your religious beliefs to administer membership or contact details.
- Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Will we share your data?

It is possible that we will need to share your data with some or all of the following (but only where necessary):

- Appropriate bodies with whom we have relationships, e.g., Baptist Union
- Where we are legally obliged to do so, e.g. Police for the prevention and detection of Crime. Safeguarding or where there is an immediate threat to yours or anyone else's life.
- On occasion, other churches with which we are carrying out joint events or activities. (However, this will be kept to a bare minimum and not done without consent)

How long will we keep your personal data?

Our general rule is to keep data no longer than necessary. Where you continue to actively engage with our church services, activities, and events, we will retain your personal data for you so that we can best serve your involvement. We operate an ongoing process of review, by which we assess who is still connected with the church, and where this is not the case, we will remove your data. Additionally,

- We will keep some records permanently if we are legally required to do so such as weddings.
- Financial records will be kept for a minimum of 7 years.

What are your rights in regard to your personal data?

You have the following rights with respect to your personal data: When exercising any of the rights listed below, to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- The right to request the information MBC holds on you. At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request, we will respond within one month. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
- The right to correct and update the information we hold on you. If the data we hold on you is out of date, incomplete or incorrect, you can inform us, and your data will be updated
- The right to have your information erased. If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
- The right to object to processing of your data. You have the right to request that we stop processing your data.
- The right to data portability. You have the right to request that we transfer some of your data to another controller.
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was given. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- The right to lodge a complaint with the Information Commissioner's Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF.

Further processing

If we wish to use your personal data for a new purpose, not covered by this 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.

You are very welcome to get in contact with us...

If you have any queries or concerns about how we use your data, please contact our **Data Protection lead**, Stuart Boam or the Church Leaders:

Address: 208 Thornborough Road, Coalville, Leicestershire, LE67 3TJ

Email: sboam999@gmail.com

Tel: 07506845333