

STOPSLEY BAPTIST CHURCH

DATA PRIVACY NOTICE/POLICY

Introduction

Stopsley Baptist Church (SBC) values everyone who engages with us by whatever means, and we do all we can to protect your privacy and to make sure the personal data you provide us is kept safe

Glossary of terms

- Data controller – determines the information held and how it is processed
- Data processor – responsible for processing the data on behalf of the controller
- Personal data – information relating to an identifiable person
- You – refers to SBC church members and others who use the facilities and services provided by SBC

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

Stopsley Baptist Church operates in accordance and aspiration towards our vision statement that defines us as; an extended family, growing and being transformed and sharing in the good news wherever we go.

Stopsley Baptist Church is a company limited by guarantee, registered in England and Wales, number 7605036. We are a registered charity; number 1150563. Our registered office is Stopsley Baptist Church, St Thomas's Road, Luton, LU2 7XP

The Executive Director of Stopsley Baptist Church is the data controller (contact details below). This means he decides how your personal data is processed and for what purposes. Data controller responsibilities for specific areas are delegated to key personnel within the church

3. How do we process your personal data?

Stopsley 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 technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to meet all legal and statutory obligations
- To enable us to provide community services for the benefit of the public as specified in our memorandum and articles of association;
- To deliver our church ministries and projects including; children's, youth, mentoring, senior's, beacons, global mission, men's and women's ministries.

- To administer membership and user records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at SBC;
- To share your contact details with staff team members, volunteers and 3rd parties who assist us in providing services to you.
- To promote our services through photographs, sound recordings and videos
- Our processing also includes the use of CCTV systems for the prevention and prosecution of crime
- Your data will be held securely in electronic and paper format

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about church events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with us in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with;

- other members of the church;
- staff, and
- volunteers

in order to provide a service to you or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

6. How long do we keep your personal data¹?

We will keep your personal information only as long as we consider it necessary. We take account of legal obligations and accounting and tax considerations as well as considering what would be reasonable for the activity concerned.

Specifically, we retain details of donations, gift aid and salary payments for 6 years to meet tax and accounting requirements but will hold registers of marriages and baptisms permanently.

7. 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 SBC holds about you;
- The right to request that SBC 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 SBC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that SBC provide you with your personal data and where possible, to transmit that data directly to another organisation, (known as the right to data portability), where applicable
- 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) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. 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.

9. Use of our website

Information we collect

In running and maintaining our website we may collect and process the following data about you:

Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.

Information provided voluntarily by you. For example, when you register for information or make a purchase.

Information that you provide when you communicate with us by any means.

Use of cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever

You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer.

Our advertisers may also use cookies, over which we have no control. Such cookies (if used) would be downloaded once you click on advertisements on our website.

Use of your information

We use the information that we collect from you to provide our services to you. In addition to this we may use the information for one or more of the following purposes:

- To provide information to you that you request from us relating to our services.

- To provide information to you relating to other services that may be of interest to you. Such additional information will only be provided where you have consented to receive such information.
- To inform you of any changes to our website, services or goods.

Storing your personal data

In operating our website it may become necessary to transfer data that we collect from you to locations outside of the European Union for processing and storing. By providing your personal data to us, you agree to this transfer, storing or processing. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is treated stored securely. Unfortunately the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically. Sending such information is entirely at your own risk.

Disclosing your information

We will not disclose your personal information to any other party other than in accordance with this Privacy Notice and in the circumstances detailed below:

Where we are legally required by law to disclose your personal information.

To further fraud protection and reduce the risk of fraud.

Third party links

On occasion we include links to third parties on this website. Where we provide a link it does not mean that we endorse or approve that site policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

10. Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the Executive Director, Stopsley Baptist Church, St Thomas' Road, Luton, LU2 7XP or telephone 01582 727352

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.