

## **Earl Shilton Baptist Church Privacy Notice**

Earl Shilton Baptist Church (hereafter “the church”) is committed to protecting the privacy and security of personal information.

This privacy notice describes how we collect and use personal information, in accordance with the General Data Protection Regulations (GDPR). This Privacy Notice applies to all Personal Data we process regardless of the media on which that data is stored or whether it relates to past or present clients or any other Data. The principles detailed in this notice apply to all forms of Data which the church collects, however we have also produced more concise and targeted notices specific to each form of data we collect. You will be given a copy of the shorter notice when your data are first collected, and have the right to request a copy of this full policy if you desire it.

### **What is the purpose of this document?**

The Church Charity Trustees of Earl Shilton Baptist Church are the "data controller". This means that we are responsible for deciding how we hold and use personal information. We are required under data protection legislation to notify you of the information contained in this privacy notice.

### **Data protection principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### **The kind of information we hold about you**

#### **What are your personal data?**

Personal data, or personal information is any information about an individual from which that person can be identified (directly or indirectly) from that data alone or in combination with other identifiers we possess.

Some of your data may be classified as "special data" these are more sensitive personal data which require a higher level of protection.

We may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and email addresses of adults and Children

- dates of birth and gender

### **Special Data**

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about any allergies, medical conditions, health and sickness which it is necessary for us to know to operate safely.
- As above but for your children.

Additionally, religious beliefs are classed as special data, therefore if the data we hold indicate that you are a Member of the church, these are classed as special data.

### **How is your personal information collected?**

We typically collect personal information when you:

- Register for one of our activities.
- Become a Church Member.
- Consent to share your details in our church directory
- Contact us via email or through the website.

### **How we will use information about you – the Legal Basis**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests.
2. Where we need to, to perform the contract we have entered into with you.
3. Where we need to comply with a legal obligation.

We may also use your personal information in the following situations, which are likely to be rare:

4. Where we need to protect your interests (or someone else's interests).
5. Where it is needed in the public interest [or for official purposes].

### **Situations in which we will use your personal information**

In most cases the reason we will use your personal information is to “pursue our legitimate interests,” that is, to enable us to run our services. For example, if you attend our “Footprints” parent and toddler group then we will gather your details so that we can retain a register and waiting list when necessary, and so that we can contact you if necessary (for example, if a session has to be cancelled, or if you were on the waiting list and a place has arisen for you to attend).

In some cases we may also need to hold personal information in order to comply with a contract (for example, if you are an employee) or for health and safety reasons.

Whenever we collect data from you, this will be for a specific purpose and you will be given or directed to a specific Privacy Notice for those data, explaining precisely what data we hold and our legal basis for doing so, among other things.

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **How we use special personal information**

"Special categories" of particularly sensitive personal information require higher levels of protection. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent (for example, to maintain the Prayer Chain)
2. Where we need to carry out our legal obligations.
3. Where it is needed in the public interest.
4. Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

### **Data sharing**

Unless you are an employee of the church, in which case you will have been given a separate Privacy Notice, we do not share your personal data with any third party unless there is an exceptional reason to do so. That is, we believe that you or somebody else may be at risk and therefore it is vital for us to share information with the appropriate authorities.

### **Data security and retention**

We have put in place measures to protect the security of your information. Electronic information is stored in encrypted files. If phone numbers are stored in mobile phones they must have a PIN/fingerprint/pattern lock. Information stored on paper is kept in a locked cabinet. Only Trustees or the leaders of a specific activity are permitted by the church to access your information.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Your data will be deleted once you notify us that you no longer wish to attend. We will also review the data annually, and if you have ceased attending, we will delete your data.

The exception to this is where we are required for legal reasons to hold the data for a longer period of time. For example, financial records (which may include details of any donations you have authorised us to claim Gift Aid on) will normally be kept for at least 7 years.

## **Rights of access, correction, erasure, and restriction**

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us. Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

### **Your data Abroad**

We do not transfer or process data outside of the European Economic Area unless we have specific consent or where the nature of the processing requires it. For example, because you have chosen to use an email or other communication service which routes data outside of the EEA.

### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

### **If you have any questions about this privacy notice**

The Church Secretary (Jane Ball) has been appointed as the Data Protection Officer to oversee compliance with the privacy notice. Phil Evans is the Data Protection Assistant. If you have any questions about this privacy notice or how we handle your personal information, please contact one of those. You can do this via the form on our website, or you can speak to a Trustee who will put you in touch.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.