

DATA PRIVACY NOTICE

West Cliff Baptist Church

1. 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.

2. 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 (this is our such document).

3. Who are we?

West Cliff Baptist Church is affiliated to the Baptist Union of Great Britain. We meet to praise and worship God and we are committed to helping others become committed followers of the Lord Jesus Christ. The church is a registered Charity. It is a "not for profit" organisation.

The church's data policy is administered by the church's Diaconate who decide how your personal data is processed and for what purposes, aided by our Data Protection Officer.

For further details on who we are and what we believe please visit our web site at: www.westcliffbaptistchurch.org.uk. If you wish to get in touch with us regarding anything in this notice our contact details are below. Please note that our website contains links to other websites. This Data Privacy Notice only applies to our website so when you link to other websites you should read their own privacy policies.

4. How do we process your personal data?

We believe the scriptural teaching that a church is a body of individuals whose members share a common faith in the Lord Jesus Christ as their Saviour, rather than the buildings. Within our normal day-to-day work, we undertake various administrative functions and as part of this we naturally collect and use information about our church members and other people whom we come into regular contact

with. This includes things like membership lists, rotas, youth group attendance and parental permission, fellowship meetings and prayer letters.

West Cliff 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.

We use personal data for the following purposes: –

- To administer membership records;
- We hold contact details of our church members such as names, addresses, telephone numbers and email addresses (where held). 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 and attendees may be included within rotas for various activities undertaken as part of the church's day-to-day work;
- To administer attendance of meetings;
- Data held relating to meetings held for church members such church meetings and prayer groups;
- Data held relating to meetings/groups for both church members and those with whom we have regular contact such as Fellowship/Study Groups, Forget Thee Not, Wigglers Toddlers Group, i-Talk, open prayer groups and any other such groups the church runs as an organisation.
- To manage our employees and volunteers.
- To maintain our own accounts and financial records (including the processing of gift aid applications).
- In applicable instances, to aid the pastoral work of the church between those involved in pastoral care work with members and attendees of the church or its groups.
- In applicable instances, to facilitate prayer within the church;
- Where we are required to for legal purposes. This includes securely maintaining Child & Vulnerable Adult Safeguarding Records (please see our Safeguarding Policy Documents for more details) and for health and safety records such as incident books.
- To facilitate and inform members of prayer information
- To inform you of news, events, activities and services at the Church such as our weekly news-sheet handed out at Sunday church services, or news information sent via email.
- When using the Mailchimp email system or similar, this includes functionality for embedded web beacons used for analytics (usually not utilised).
- The processing of ticket bookings for events via BookWhen online bookings system; and payment processing undertaken for such via third-party providers (PayPal, Stripe or SumUp). Please see the providers' own data policies for more information about how they process information provided.
- The processing of donations made via the GiveALittle donations app (usually anonymised) and any information provided with payments made via SumUp card payment processor for events, church hiring fees, and any other services provided. Please see the providers' own data policies for more information about how they process information provided.

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

As defined under GDPR we process data as follows:

- **Explicit consent** of the data subject. For WCBC this includes all our children's and youth work where we obtain consent from parents / guardians together with emergency contact details and other data which may be significant for the welfare of the children. This also includes any information distributed via prayer sheet or electronically for prayer among the church members/attendees.
- Processing is necessary for the **performance of a contract**; carrying out obligations under employment, social security or social protection law, or a collective agreement. For WCBC this includes employment data we provide to our payroll processors. WCBC also shares some data with our insurers where some policies require personal data.
- 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.
- Processing as carried out by a not-for-profit body with a religious aim where there is a **legitimate interest** to process such data. This is provided: –
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

For WCBC this includes all other uses of data where not specifically mentioned above.

6. Sharing your personal data

Your personal data is treated as strictly confidential. Church Member details will only be shared with other members 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.

Some data may be held on a third-party service (such as MailChimp email system). All users have the option to opt-out at any time, or to contact us to remove their details at any time. We ask for consent before adding anyone to this email list.

We sometimes use third-party systems such as BookWhen, Stripe, PayPal or SumUp to process bookings and payments as a church. Information related to is held securely on online systems. We will never use details provided for Direct Marketing, except with explicit consent of the data subject. Please see the providers' own data policies for more information about how they process information provided.

7. 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. We

also keep any Safeguarding disclosure or incident data for a minimum period of time, or indefinitely should it be relevant, as set out in our Safeguarding Policy.

"Transient" Data such as information relating to pastoral care, for prayer, or regarding items such as ticket purchases is held by the church only as long as is necessarily and functionally relevant.

"Ongoing" Data such as members details contained within the Membership Directory is held for as long as an individual remains a member of the church. Minutes of meetings and rotas are retained securely for future reference.

West Cliff Baptist Church places a high priority on the security of personal data, and all data, particularly any of a sensitive nature, is held securely by the church office, church employees, or approved members responsible for overseeing groups or ministries in the church.

8. 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 West Cliff Baptist Church holds about you;
- The right to request that West Cliff 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 West Cliff Baptist Church to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), in accordance with ICO regulations;
- 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.

9. 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.

10. Our Website and Cookies

Website usage information is collected using cookies. Our website uses the following cookies:

Google Analytics: This service collects information about how visitors use our site. The information used to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

Google Loader: Used on the 'How to find us' page to provide a Google Map of our location.

For further details of our policy on cookies please see our website: www.westcliffbaptistchurch.org.uk/privacy/

11. 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.

12. 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 Diaconate or Data Protection Officer via this email address office@westcliffbaptistchurch.org.uk or contact any of our church leaders following any of our regular services.

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

This policy was last reviewed and updated: **August 2022**

West Cliff Baptist Church, 41 Poole Road, Bournemouth, BH4 9DN.

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