



## **PRIVACY NOTICE FOR THE NEWTOWNARDS BAPTIST CHURCH**

### **MEMBERS / NON-MEMBERS**

#### **1. WHAT IS THE PURPOSE OF THIS DOCUMENT?**

The Newtownards Baptist Church (which we refer to as “the Church”, “we” and “us” in this notice) is a "Controller" of your personal data; this means that we are responsible for deciding how we hold and use personal information about you. You have received a copy of this privacy notice because you are currently a member or non-member of the Church, and this notice also applies when you are acting as a volunteer, leader or attendee of the various groups and activities organised by or on behalf of the Church. It makes you aware of how and why your personal data will be used. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (which we refer to as “GDPR” in this notice).

#### **2. DATA PROTECTION PRINCIPLES**

We will comply with data protection law and principles, which means that your data will be:

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

#### **3. THE KIND OF INFORMATION WE HOLD ABOUT YOU**

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

- **"Identity Data"** includes first name, last name or similar identifier, date of birth, gender, photo ID and other photographs taken of you at Church events, marital status, marital records and dependents.
- **"Contact Data"** includes addresses, email address, telephone numbers, next of kin and emergency contact information.
- **"Financial Data"** includes bank account details, bank details and credit/debit card details, national insurance number, details of any donations you have given us and gift aid details.

We may also collect and store any other information you provide to us during the day to day administration of the Church.

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

- Information about your **Health**, including any medical condition, health and sickness records.
- Information about **Criminal Offences and Convictions**, collected when carrying out Access NI checks, from which we collect the following types of data: a criminal record status and/or information held by police that is relevant and ought to be disclosed but does not form part of the criminal record.

#### **4. HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We typically collect personal information from you, your parents and/or dependants (each as applicable), including when you:

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

#### **5. HOW WE WILL USE INFORMATION ABOUT YOU**

We will use the personal information we collect about you for:

- The production of the Church's annual yearbook (copies of which are given to all those whose names appear in it).
- The day to day administration of the Church (including maintaining membership and adherent records, providing pastoral care and oversight, preparation of rotas, maintaining financial records for tax purposes and processing financial donations of the Church).
- The day to day administration of the Church activities and groups (including organising, hosting, assisting with and/or attending: Pastoral Care, Children and Youth activities, Tot Spot, Extra club, Sunday School, JYF, Youth Club, Holiday Bible club, Crèche, Children's Church, League of Church Loyalty, Baptist Women's Fellowship, The Bright Hour, Women's Bible Study, "K & C" Class, Young Adults, Young Adults Bible Study, "Man Up", Baptist Missions and other Church Missionaries). Please note, we may also take photographs at these groups. If you do not wish to be included in these photos or if you do not wish your photo to be shared on social media please let us know.
- Contacting purposes (i.e. contacting those people whose contact details we hold to keep them informed of relevant Church activities and events).

Generally, it is in our legitimate interests to collect and use your personal data to effectively enable us to run our services, however, there may be instances when we obtain your consent to use your personal data from time to time. We have added further details in the table below of the purposes for which we process your data and the lawful basis for processing.

<b>Purpose/Activity</b>	<b>Type of data</b>	<b>Lawful basis for processing</b>
The production of the Church's Annual Yearbook	(a) Identity Data (b) Contact Data	We may publish your details (i.e. name, address, contact number and photographs) in the Church Yearbook if we have your consent. If you do not provide consent, your details will not be published.
The day to day administration of the Church	(a) Identity Data (b) Contact Data (c) Financial Data	In pursuit of our legitimate interests (for example, ensuring efficient management of the Church and to process any donations you make).
The day to day administration of the Church activities and groups	(a) Identity Data (b) Contact Data (c) Health Data (d) Criminal Offences and Convictions Data	In pursuit of our legitimate interests (for example, to organise Church events).  If you are a volunteer or leader of a Church group or activity, we may need to carry out an Access NI check. We will ask for your consent to do so in advance of carrying out any Access NI check, which is required for those individuals who work with children, young people, elderly people and vulnerable adults as part of the Church activities. In the event you do not consent to us carrying out an Access NI check, you may not be permitted to volunteer, lead or assist with the relevant Church groups or activities.
Contacting members and non-members about relevant church activities and events.	(a) Identity Data (b) Contact Data	In pursuit of our legitimate interests (for example, ensuring efficient management of the Church).

## **6. HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

"Special categories" of particularly sensitive personal information (i.e. health data and information about criminal convictions and offences) require higher levels of protection. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

## **7. 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.

Please note that 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.

## **8. AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **9. DATA SHARING**

### **Why might you share my personal information with third parties?**

Unless you are a stipend recipient 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 any of the following circumstances apply:

- We are legally compelled to do so.
- There is a public duty to disclose.
- Disclosure is required to protect the interests of the individual concerned.
- The individual concerned has requested (or given consent to) the data being disclosed.

## **10. DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to the Charity Trustees, the Church Administrator, the leaders of the various Church groups, Health and Safety Officer, Child Protection Officer and other groups and activities with which you are involved. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Data Protection Advisor, whose contact details are set out below.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **11. DATA RETENTION**

### **How long will you use my information for?**

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. We will retain your personal information in accordance with our data retention policy (further details of which can be obtained from our Data Protection Advisor). After this

period, we will securely destroy your personal information in accordance with our data retention policy.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements.

## **12. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right:

- to be informed that your information is being processed and to request a copy of the information we hold about you;
- to request that your personal information is rectified if it is out of date or inaccurate;
- where there is a dispute in relation to the accuracy or processing of your personal information, to request a restriction is placed on further processing;
- to request your personal data is erased where there is no compelling reason for us to continue to process the information;
- if we are relying on your consent to process Personal Data, the right to withdraw your consent to the processing at any time;
- to object to the processing of personal data 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; and
- to request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Advisor in writing.

## **13. RIGHT TO WITHDRAW CONSENT**

If you provide your consent to us you have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Data Protection Advisor. Once we have received notification that you have withdrawn your consent, we will no longer process your data for that reason (for example, we will not post photos of you on social media, or, we will not process your Access NI check and may not therefore be able to work with the relevant group) and subject to our retention policy, we will dispose of your personal data securely.

## **14. DATA PROTECTION ADVISOR**

We have appointed a Data Protection Advisor to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Advisor at [dpa@newtownardsbaptistchurch.co.uk](mailto:dpa@newtownardsbaptistchurch.co.uk) or 07712251752. 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.

## **15. CHANGES TO THIS DATA PROTECTION PRIVACY NOTICE**

We reserve the right to change this Data Protection Privacy Notice for the Newtownards Baptist Church – Members / Non-Members at any time. We last revised this Data Protection Privacy Notice on 11<sup>th</sup> April 2019.