

## Data Privacy Statement



We are **Godmanchester Baptist Church** ('GBC', 'we', 'us'), a charity registered in England and Wales under charity number 1188171.

Our contact details are:

Registered Address: Godmanchester Baptist Church, East Chadley Lane, Godmanchester, PE29 2BJ

Email: [office@godmanchesterbaptist.org](mailto:office@godmanchesterbaptist.org)

Telephone: 01480 458565

This privacy notice describes what information (your 'personal data') we collect about you, the purposes for which we collect it and how we will handle and use it.

For the purposes of data protection law, Godmanchester Baptist Church is considered as the 'data controller' of the personal data we collect and hold about you and we are therefore responsible for it.

The GBC Office is the person responsible for matters relating to the protection of personal data. They can be contacted at the address or email above.

We are registered with the Information Commissioner's Office ('ICO') with registration number ZA522301

### Introduction

We hold and process various categories of personal information for a number of reasons. Mainly for the purpose of enabling the church to keep in touch with you and, if requested by yourself to provide pastoral support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

### Information about you

We may collect information about you in the following ways:

#### Information which you give us

We collect information about you when you fill in one of our forms and when you communicate with us in writing, by email or phone. This can include (but is not limited to) your full name, address, email address, phone number(s), and your bank details.

#### Information we collect about you

Normally we will only process the information which you have provided to us directly or given to us by a close family member or friend. Your name and contact details will be entered into our church database which is held on the church office computer which is password protected and accessed only by the Ministers and Office staff and office volunteers of the church. Your contact details will be automatically removed from the database if you resign your church membership, haven't attended a church organised activity for 6 months or if you request your details to be removed.

### Why we collect and process this information

In this section we list the different purposes for which we collect and use your personal information, as well as the legal grounds under the Data Protection Act 2018) the Retained General Data Protection Regulation on which we rely to justify such data processing.

<b>Purpose</b>	<b>Legal grounds</b>
Providing pastoral support for our members, their families and those connected to GBC where consent has been given	The information is necessary for our legitimate interest of supporting our members
Keeping those who have subscribed to one of our mailing lists updated with news and events in Church life	We only keep you updated based on your consent for us to do so
Receiving donations, acknowledging receipt of donations and keeping a record of donations received, including legacies	The information is necessary for our legitimate interest to properly administer donations received and to maintain adequate and accurate financial accounts
Enabling us to complete DBS checks and renewals on relevant staff and volunteers	The information is necessary for our legitimate interest to enable the legal checks to be completed
Enabling us to pay expense claims to staff and individuals acting for us in a voluntary capacity	The information is necessary for our legitimate interest to properly administer expense claims and to maintain adequate and accurate financial accounts
Enabling us to pay invoices for services provide to us	The information is necessary for our legitimate interest to properly administer and to maintain adequate and accurate financial accounts
Enabling us to respond to contact made through our website	Please see our separate Cookie Policy available on our website
Enabling us to fulfil our statutory, contractual and pastoral obligations to our staff	The information is necessary for our legitimate interest
Enabling us to contact and work with our Trustees and other volunteers who work with GBC for specified reasons	The information is necessary for our legitimate interest
To enable you to book into activities, events or courses which we are running. And to provide an adequate record of the event after it has closed.	This information is necessary to enable us to provide you with entry to the requested event. By providing us with the requested details you are giving us consent for this information to be processed for this specific purpose.

### **Disclosure of your information**

At times we may share your information with others. The following is a list of who we will or might share your information with:

- Our employees and volunteers on a need-to-know basis
- Baptist Union of Great Britain or Eastern Baptist Association with whom we are in membership
- Our current website developers and administrators
- Payment service providers
- Our Professional Advisors, including our Auditors
- Law enforcement authorities and other organisations which we may have a legal obligation to disclose information to

### **Where we keep your personal data**

All your personal information covered by this notice will be stored in the UK. We will not transfer your information outside the United Kingdom unless we are permitted to do so by law, and we will inform you about such transfer before it is done.

Please note that our regular mailings are facilitated through 'Mail Chimp' which may process this data in the United States. 'Mail Chimp' participates in and has certified its compliance with the UK-U.S. Privacy Shield Framework. You have the right to unsubscribe from such mailings at any time.

### **Retention of data**

We will keep the personal information covered by this policy for the periods of time specified in our Data Retention Policy and at the end of the applicable retention periods we will safely and securely delete it.

### **Your rights in relation to your data**

You have a number of rights under data protection law. These include:

- The right to access your personal data and to obtain certain information about it;
- The right to rectify the data if it is inaccurate;
- In some circumstances, such as when the data is no longer required or if the use of the data has no legal justification, the right to have that data erased;
- In limited circumstances, the right to object to our handling of the data;
- In limited circumstances, the right to restrict the handling of your data;
- The right to obtain a copy of your data in a commonly used electronic form if the data is processed by automated means and the processing is based on your consent or contractual necessity.

More details about how these rights apply can be found in our Data Protection Policy which can be accessed from our website.

You also have the right to withdraw your consent at any time when we rely on consent as a legal ground to justify our handling of your personal data. This would not affect the lawfulness of anything done before consent is withdrawn but it would stop us from continuing to use the relevant information.

You can exercise your rights or obtain more information about them by contacting the GBC office.

### **Complaints to the Information Commissioner**

You have a right to complain to the Information Commissioner's Officer (ICO) about the way in which we collect and handle your personal data. Complaints to the ICO can be made on the ICO's website.

### **Changes to our Privacy Notices**

We may change our privacy notices from time to time in which case we will upload the updated notice(s) to our website. It is advisable to refer to the privacy notice(s) regularly, particularly before sharing information about yourself which you consider to be sensitive.

**Adopted:** October 2021

**Next Review Date:** October 2024