



Union Baptist Church
The HUB • High Wycombe



UNION BAPTIST CHURCH DATA PRIVACY NOTICE

What is - Your personal data?

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 (the 'GDPR').

Who looks after data protection?

Under Data Protection legislation the church Charity Trustees of Union Baptist Church are the Data Controller. This means they decide how your personal data is processed and for what purposes.

Why we hold and process this personal data

We hold this data to allow us to keep records of those who attend services or wish to be kept in touch with events at Union Baptist Church, in order to assist with the running of the church and our legal responsibilities and to support the services to the community in which we are involved, and for the following purposes:

- To administer membership records.
- For health and safety and safeguarding purposes in accordance with our legal obligations.

- To inform you of news, events, activities and services running at Union Baptist Church.
- To fundraise and promote the interests of Union Baptist Church and causes it supports.
- To maintain our own accounts and records (including the processing of gift aid applications and standing orders).
- To operate the Union Baptist Church website in order to provide you with the information you require.
- To manage our employees and volunteers.
- To enable our teams to operate and team members to liaise with each other.
- To contact individuals to conduct research about their opinion of current services or potential new services that may be offered.
- To enable us to carry out our ministry activities including weddings, funerals and baptisms/thanksgivings.
- To enable Union Baptist Church to engage with service providers, contractors and community organisations.
- To enable us to provide pastoral care and keep records of pastoral meetings as necessary.

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 relating to Union Baptist Church and charities and causes which it supports, process your gift aid donations and keep you informed about wider church events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement or contract.
- To enable Union Baptist Church to exercise its legal powers and its public functions e.g. Weddings, Dedications and Funerals.
- To enable us to protect the vital interests (eg of the data subject).
- To process data because it is in the church's legitimate interest.

How we will keep and use the information

The information you supply will be:

- (if electronic) either:
 - held on the church office computer network which is password protected and accessed only by the Pastors, Church Admin Deacon/Elder, Church Administrators and IT administrators.
 - or, if one of our church members or someone who has given their consent, entered into ChurchSuite, a (UK) cloud hosted, web-based password protected church management system.
- (if paper) held in a locked office at the church.

We will only hold and retain your personal data for the period necessary to carry out the needs outlined above. Once this is no longer necessary, your personal data will be removed and destroyed.

Sharing your personal data

Your personal data will be treated as strictly confidential. If appropriate and necessary, some information may be shared with other charity trustees but will NOT be shared with anyone else without your consent.

We will not use photographs or images on social media or for publicity without your consent.

Access to, correcting and removing the information

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 Union Baptist Church holds about you;
- The right to request that Union 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 Union 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), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means];
- 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.

Any concerns?

If you are concerned about the way your information is being handled, please speak to our Administration Elder or Deacon.

Contact details

Administration Elder/Deacon: (via Church Office)
administrator@unionbaptist.org.uk; tel: 01494 473889.

Information Commissioner's Office:

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire. SK9 5A

Website: <https://ico.org.uk/concerns>;

tel: 0303 123 1113