



PRIVACY NOTICE

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PRIVACY NOTICE

This document sets out the Privacy Notice of Testwood Baptist Church (referred to below as 'TBC', 'we' and 'us').

1. What is your personal data?

The processing of personal data is governed by the General Data Protection Regulation (the "GDPR"). Personal data is information about a living individual which allows them to be identified from that data. This includes information such as your name and address, telephone number, email address and date of birth. Some personal data is categorised as 'sensitive personal data'. This includes information about an individual's race, ethnic origin, political or religious views, mental and physical health, sex life, sexual orientation and criminal records.

2. Who are we?

Testwood Baptist Church is the Data Controller.

This church is a member of the Baptist Union of Great Britain (<https://www.baptist.org.uk>) and is also a registered charity (1129913). It is governed by Trustees who decide how your personal data is processed and for what purposes.

Our aim is to "reach people for Jesus and help his followers grow to be like him". For further details about who we are and what we believe, please visit our website (<https://www.testwoodbaptist.org>).

3. What personal data do we collect, how do we use it and what is the legal basis for processing?

We collect and use your personal data for the following purposes in our **legitimate interests** in running the church:

- To administer membership records: we ask church members to provide us with their names, addresses, telephone numbers and email addresses;
- To administer rotas: we require names and contact details for church members or attendees who serve on a rota;
- To administer attendance at meetings, courses or events;
- To provide pastoral support to members and others connected with this church;
- To manage our volunteers and assess their suitability for a role, to comply with our health and safety and safeguarding policies;
- To enable us to provide a service for the benefit of the community: including Jelly Tots, Jelly Babies, Youth Club, Boys Club, Girls Brigade, Basics Bank, Preschool;
- To administer the hiring of rooms and resources;
- To maintain our financial accounts and records;
- To keep a record of communications between you and us by email, telephone or letter;

- To maintain minutes of church meetings: these may record, where relevant, information about your views and involvement with the church, and related pastoral matters;
- To inform you of news, events, activities and services run by us in which you have expressed an interest;
- To enable us to run activities and groups for children and young people. If a child attends one of our church groups, we will need information about them to administer the activity and to keep them safe. This includes names, addresses, emergency contact details and information relating to medical conditions or allergies. We also collect dates of birth so that we can place the child in an appropriate group for their age.

We collect personal data in relation to **contracts**. This is to enable us:

- To manage our employees and comply with employment law.

We collect personal data in order to fulfil our **legal obligations**. We are required:

- To keep financial accounts and records including the processing of Gift Aid;
- To carry out health and criminal record checks for employees and volunteers for some activities, such as working with children or vulnerable adults.

Records containing your personal data may be used by us to protect and enforce our legal rights or for other purposes permitted or required by law.

We may also collect and use personal data where you have given us your **consent** to do so. This may be used for the following purposes:

- To receive news and updates about Church activities, services and events;
- To receive emails on the TBC 'prayer chain';
- To enable members and those who attend the church to communicate with one another by sharing contact details: this is facilitated by ChurchSuite, which enables you to have control of your own personal data. You may choose how much or how little of your personal information you wish to share with others.

4. Storing your personal data

We will:

- keep your personal data secure. Paper records will be kept in a locked filing cabinet within the church offices, which are locked when not in use. Electronic records may be held within ChurchSuite; or on password protected computers used by staff and some volunteers where authorised to do so. Data will also usually be held on a server located within a church office.
- keep your personal data up to date when you advise us of any changes;
- not collect or retain excessive amounts of data;
- retain your personal data only for as long as is necessary for the purpose for which it was obtained or for our legitimate interests, or for as long as it is required to be kept by law;
- destroy personal data securely when it is no longer needed;
- protect your personal data from loss, misuse, unauthorised access and disclosure;
- ensure that appropriate technical measures are in place to protect your personal data.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be used by Testwood Baptist Church for the purposes stated in fulfilling the legitimate interests of running the church. Access to personal data will be given only to those who require it to fulfil their roles within the church. These will be employed staff, ministry leaders, trustees or other responsible people appointed by the trustees.

Your personal data may be shared with third parties acting as processors. This includes service providers who provide website, IT and system administration services and contact databases such as ChurchSuite. We will not share your personal data with other third parties without your consent, except where we are required to do so by law (e.g. HMRC for Gift Aid).

6. Your rights

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 we hold;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to withdraw any consent you have previously given;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- 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 for marketing or promotional purposes;
- The right to lodge a complaint with the Information Commissioners Office. See www.ico.org.uk for further information.

7. Our Contact Details

Testwood Baptist Church
283a Salisbury Road, Totton SO40 3LZ
023 8086 0320
www.testwoodbaptist.org

This privacy notice is effective from 25th May 2018.