



Kingswood Baptist Church

Privacy Statement

Kingswood Baptist Church Privacy Statement

This Privacy Statement explains what we do with the personal data we collect about you when you contact us, either as a consequence of completing forms on our church website, engaging with us through social media or completing paper documents. You may have contacted us by telephone or email and we have recorded some personal details in order to answer your query and get back to you. This privacy statement also explains how we'll store and handle that data, keep it safe and your rights.

What is GDPR?

The General Data Protection Regulation (GDPR) is a new legal framework 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 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.

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 document).

What Information do we collect and why?

Personal information might include your name, postal address, phone number and/or email address. If you have applied for a staff or volunteer post with us or are employed (or have been employed) by us, there will be other relevant employment details such as references, application forms and bank details for payment purposes and other documents required to obtain DBS clearance. Or, you may have set up regular financial giving to the church and we will hold details of standing orders or bank details for electronic payment purposes. We have a number of activities for children and young people and hold the minimum information we need including the age of the children and next of kin, medical information and/or emergency contact details.

The information we collect is either needed to answer your enquiry or is used in connection with specific activities, such as distribution of rotas or directory, details

of church activities, registration or membership requests and financial reports. You do not need to disclose any personal information to browse our website (although please note that we may use cookies and collect other non-personally identifiable information about your browsing activity – see below for more information).

We process personal data to help us:

- maintain our list of church members and regular attenders;
- provide pastoral support for members and others connected with our church;
- provide services to the community including Toddler Group, Project 58:7;
- safeguard children, young people and adults at risk;
- recruit, support and manage staff and volunteers;
- maintain our accounts and records;
- promote our services;
- maintain the security of property and premises; and
- respond effectively to enquirers and handle any complaints.

What is the legal basis for processing your personal data?

As defined under GDPR we process data as follows:

- With **explicit consent** of the data subject. For Kingswood Baptist Church this includes all our adult activities and children 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 and young people.
- 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 Kingswood Baptist Church this includes employment data we provide to our payroll processors.
- 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 charitable 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.

How long do we keep Personal Information?

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected. At the end of that retention period, your data will be deleted completely.

“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.

“Transient” Data regarding our adult activities and our children and youth clubs’ attendees, rotas and fellowship meetings are only kept for the duration of the activities themselves. For example, the registration and consent forms used for our clubs are kept and used up until a year after they cease to attend the group. At the end of that time all the forms and the data they contain is securely destroyed.

“Ongoing” Data such as fellowship and members details contained within our directory are held for as long as an individual remains in attendance at our church.

Updating your Information

From time to time we will ask you to confirm the accuracy of the data we hold about you and at the same time will ask for continuing consent to hold it.

Using your Information

Kingswood Baptist Church is committed to protecting personal data and respecting the rights of our data subjects; the people whose personal data we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice.

As stated above, the information we collect is used to enhance communications for distribution of newsletters, emails or provision of financial reports, etc. If you advise our Data Protection Officer that you do not want to receive this information, your contact details will be retained but not used for this purpose.

Sharing your Information

We never sell or share your information to other organisations to use for their own purposes.

We will only share your information **if**:

- We are legally required to do so, e.g. by a law enforcement agency legitimately exercising a power; if compelled by an order of the Court; or, where the church has a duty to report to relevant bodies concerning the protection of children and vulnerable adults.

- We are working with a carefully-selected partner carrying out work on our behalf and if they have signed a contract requiring them to abide by the requirements of the Data Protection Act; by contract, such third-parties are expected to treat your information as carefully as we would. Such instances would be infrequent, and the data would only be used for the purpose(s) it was supplied.

Storing your Information

We place great importance on the security of all personally identifiable information. Only authorized personnel have access to your information. Personal information is either stored in locked cupboards or held on computers with password protected access. Only encrypted memory sticks are allowed to be used as a removal device.

Authorised users of our computer systems are instructed that it is their responsibility to keep passwords confidential and are not to share them with anyone. All authorized persons are expected to abide by the terms of our Data Protection Policy (available by request from the Church Office).

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 the personal data which Kingswood Baptist Church holds about you;
- The right to request that Kingswood 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 Kingswood 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.

Our Website and Cookies

Almost all websites use cookies for a range of functions. If you visit our website <https://www.KingswoodBaptistChurch.co.uk> you will be asked for cookie consent consistent with legal requirements. A separate notice describes what you are consenting to <https://kingswoodbaptistchurch.co.uk/privacy-policy/>.

Access to third party websites with Kingswood Baptist Church content (including Facebook and ChurchApp) is subject to the term and conditions, cookie consents and policies of those third party websites and is outside the control of Kingswood Baptist Church.

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.

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 Data Protection Deacon, Paul Adams, by emailing: admin@kingswoodbaptistchurch.co.uk or by phoning the church office on 01268 271707.

You also have the right to complain to the Information Commissioner's Office.

Please visit www.ico.org.uk for further information.

The latest version of this document can be found at <https://www.KingswoodBaptistChurch.co.uk/Data-Privacy-Statement>