



Loughton Baptist Church

Privacy Notice

What is your personal data?

Personal data is any information about a living individual which allows them to be identified from that data, for example, a name, photographs, videos, email address. Identification can be by the information alone or in conjunction with any other information in the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

Who are we?

Loughton Baptist Church is the Data Controller (see contact details below). This means it decides how your personal data is processed and for what purposes.

What type of information do we hold about you?

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you make donations or pay for activities such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data and criminal records, fines and other similar judicial records.

How do we process your personal data?

Loughton Baptist Church will comply with their legal obligation to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- To enable us to meet all legal and statutory obligations;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;

- To minister to you and provide you with pastoral and spiritual care, such as visiting you when you are gravely ill or bereaved, and to organise and perform ecclesiastical services for you, such as baptisms, dedications, weddings and funerals;
- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution of Loughton Baptist Church;
- To maintain our own accounts and records;
- To process a donation that you have made, including Gift Aid information;
- To seek your views or comments;
- To notify you of changes to our services, events and role holders;
- To send you communications which you have requested and that may be of interest to you.
- To process a grant or application for a role;

What is the legal basis for Loughton Baptist Church processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests. An example of this would be our safeguarding work to protect children and adults at risk. We will always consider your interests, rights and freedoms.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other attenders of the church to carry out a service for purposes connected with the church. We will only share your data with third parties outside of the church with your consent, unless the law requires us to do so.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 6 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed. Please see our Data Retention Policy which is available from our Data Protection Officer.

Your rights and your personal data

You have the following rights with respect to your personal data:

1. The right to access information we hold on you

- At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.

- There are no fees or charges for the request.
2. The right to correct and update the information we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
 3. The right to have your information erased
 - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
 - When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted. For example, because we need it for our legitimate interests or regulatory purpose(s).
 4. The right to object to processing of your data
 - You have the right to request that we stop processing your data. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
 5. The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
 6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
 - You can withdraw your consent easily by telephone, email, or by post.
 7. The right to object to the processing of personal data where applicable.
 8. The right to lodge a complaint with the Information Commissioner's Office.

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data, for example in a newsletter, may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and

setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

Please contact us if you have any questions about this Privacy Notice, or the information we hold about you, or to exercise all relevant rights, queries or complaints to:

The Data Protection Officer,

Loughton Baptist Church,

Bradwell Road,

Loughton,

Milton Keynes,

MK5 8AJ.

Email: office@loughtonbaptistchurch.org

Telephone: 01908 232902

You can contact the Information Commissioners Office on [0303 123 1113](tel:03031231113) or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.