Shinfield Baptist Church

Data Privacy Notice

Shinfield Baptist Church, 1 Fairmead Rd, Shinfield, RG2 9DL,

Church Office 6 Hollow Lane, Shinfield, Berks, Rg2 9BT

**1. Your personal data – what is it?**

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”).

**2. Who are we?**

Shinfield Baptist Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

Shnifield Baptist Church complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

* + To enable us to provide a voluntary service for the benefit of the public;
  + To administer membership and congregation records;
  + To fundraise and promote the interests of the church;
  + To maintain our financial records, accounts and process Gift Aid;
  + To manage our employees and volunteers;
  + To inform you of news, events, activities and services running at Shinfield Baptist Church;
  + To provide pastoral support and care as required;

1. **What is the legal basis for processing your personal data?**

Under article 6 of the GDPR, your data is processed under the legitimate interest of the data subject and of Shinfield Baptist Church so that we can:

* keep you informed about news, events, activities and services
* provide you with the relevant services of the church including pastoral care;
* Maintain our financial records and process Gift Aid;
* Administer safeguarding procedures

If you are an employee or potential employee of the church (and for the purposes of this notice, pastors are included in the term: employee) your data is processed under the basis of enabling us to enter into a contract of employment with you. If you are unable to provide this information then we will be unable to enter into that contract.

* + Where data that is processed either on basis of legitimate interest or contract is considered special category data this is processed under article 9 of the GDPR in the legitimate interest of the data subject and of Shinfield Baptist Church as a not-for-profit body with a political, philosophical, religious or trade union aim provided: -

The processing relates only to members or former members (or those who have regular contact with it in connection with its purposes); and there is no disclosure to a third party without consent.

**5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members, regular attenders\* or officers of the church in order to carry out a service to you or to other church members which seeks to serve your legitimate interest and/or those of the church. We will only share your data with third parties with explicit consent from you.

**6. How long do we keep your personal data?**

We keep data in accordance with the guidance set out in our data retention policy which is available upon request.

**7. Data Storage**

Personal data cannot be transferred (or stored) outside of the European Union unless this is permitted by the GDPR. This includes storage on a “cloud” based service where the servers are located outside the EU. We currently store most data using Microsoft. We have made this decision because we believe it provides the most secure means of storage and we understand we are permitted to do under GDPR since this corporation is listed as bound within the EU/US Privacy shield framework.

**7. Your rights and your personal data**

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 Shinfield Baptist Church holds about you;
  + The right to request that the Shinfield 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 Shinfield 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).
  + 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 lodge a complaint with the Information Commissioner’s Office.

1. **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

**9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Office on admin@shinfieldbaptist.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 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.

\*regular attender those who regularly attend (once per month on average over a six month period) a church organised activity.