



STREATHAM
BAPTIST
CHURCH

PRIVACY NOTICE

Purpose of this Privacy Notice:

Streatham Baptist Church (SBC) is committed to respecting your privacy and making sure that the personal data you give us is used correctly according to the General Data Protection Regulation (GDPR).

This Privacy Notice explains how Streatham Baptist Church, processes the personal data we collect from you (as a data subject).

Under GDPR the Leaders / Trustees of Streatham Baptist Church are the Data Controller and can be contacted through the Church Office on 020 8769 1515.

What personal information do we collect?

Nearly all the personal data that we hold is information provided by you.

Examples of categories of personal data which we may hold are:

- Personal identifiers – e.g. your name and photographs of members;
- Contact details – e.g. your postal / email address, telephone number, contact preferences, parent / guardian information (for those under 18);
- Medical and allergy information for under 18s and others as necessary for food safety and personal well-being;
- Bank account details for staff salaries / expenses and reimbursement payments to volunteers;
- Dates of church membership and / or baptism;
- Information relating to pastoral care and support;
- Records of donations – including financial details and Gift Aid status, where applicable (as required by Her Majesty's Revenue and Customs (HMRC));
- Information about your roles and relationships with various SBC groups, e.g. Life Group membership; volunteering activities;
- Verification information required for Disclosure and Barring Service (DBS) applications and result information.

We also hold information from other sources, e.g. employer references for new employees and character references for volunteer roles.

What do we mean by processing your personal data?

Processing includes any activity that involves the data we collect about you. It includes obtaining, recording or holding the data, or carrying out any operation on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing can also include transferring personal data to third parties, listening to a recorded message (e.g. on voicemail) or viewing personal data on a screen or in a paper document which forms part of a structured filing system. Viewing of clear, moving or stills images of living individuals is also a processing activity.

Why are we collecting your personal data / what are we doing with it (purposes)?

We only process data for specified purposes and if it is justified in accordance with data-protection law. More specifically, these purposes include:

- Communicating with church members about church members' meetings and other membership matters;
- Sending information about regular church services and special events;
- Providing pastoral care and support including prayer requests;
- Linking people in with a group they have indicated they would like to join, e.g. Life Group;
- Communicating about volunteering for activities and / or with groups;
- Safeguarding of children and adults at risk;
- Internal record-keeping and administration (e.g. to process a donation or administer an event which people are attending);
- Management and care of paid and voluntary staff.

What legal grounds do we rely on for processing your personal data?

There are a number of legal bases for processing your data. Depending on the activity being carried out, we will rely on one of the following conditions for processing:

- Processing is necessary for the pursuit of our legitimate interests – e.g. to maintain membership data, provide pastoral care and support;
- Processing is necessary for compliance with a legal obligation – when you make a gift to SBC we will process your name, address, and donation information for the purpose of administering your gift and, provided you have completed a Gift Aid declaration, claiming Gift Aid on your behalf. Safeguarding disclosures to a local authority are also in this category;
- Processing is necessary for a contract with you – this is most likely to apply only to employees or contractors;
- Consent provided by you – where none of the other legal conditions apply to the processing, we need to get consent from you. When we ask for consent, we will clearly set out what we are asking consent for, including why we are collecting the data and how we plan to use it. Consent will be specific to each process we are requesting consent for and we will only ask for consent when you have a real choice whether or not to provide us with your data. You can withdraw your consent at any time and if withdrawn, the processing will stop.

How long is your personal data kept?

Personal data will be kept for periods defined in the SBC Data Retention Policy and Schedule, taking into account any legal requirements e.g. HMRC Gift Aid or church records e.g. dates of membership. Otherwise you can object to certain processing of your data, e.g. marketing information about events, or withdraw your consent using a SBC Personal Details / Consent Change form.

Who do we share your personal data with? What data do we share?

We only share your data with organisations where there is a legal requirement to do so e.g. HMRC otherwise we will obtain your consent to do so e.g. for references.

How do we protect your personal data?

Your personal data is held securely on the SBC file server or in secure filing cabinets. Access to the file server is password protected and governed by the role being undertaken. We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

SBC is committed to working in a transparent, ethical, responsible and honest way.

Your rights as a data subject

As a data subject, you have the following rights in relation to your personal data processed by us:

- To request access to any of your personal data held by us (known as a Subject Access Request);
- To ask to have any of your personal data, which is inaccurate, changed;
- To restrict processing, in certain circumstances;
- To object to processing, in certain circumstances, including preventing the use of your data for direct marketing, e.g. the Sunday bulletin and notices about special events;
- To ask for the transfer of your data electronically to a third party;
- To not be subject to automated decisions, in certain circumstances; and
- To withdraw consent when we are relying on consent to process your data.

How can you maintain your personal data?

You can update, amend or correct the data we hold about you by completing a SBC Personal Data / Consent change form available from the SBC Information Point on a Sunday or from the Church Office.

Exercising your rights, queries and complaints

For more information on your rights, if you wish to exercise any right or for any queries you may have or if you wish to make a complaint, please contact our Data Protection Compliance Officer, Mr Frank Awuku via email (info@streathambaptist.com) or phone (020 8769 1515).

Complaints to the Information Commissioner

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on the ICO's website <https://ico.org.uk/>.
