

PRIVACY NOTICE: ST ANDREW'S STREET BAPTIST CHURCH, CAMBRIDGE (May 2018)

Data protection legislation requires the Church to provide information about how we process personal data about individuals. This privacy notice explains how we process personal data about you as a Church member, regular attendee, visitor or enquirer.

The Church Diaconate (comprising the Ministers, Officers and Deacons who are the charity trustees from time to time) is the 'data controller' under the legislation. Day-to-day data protection activities in the Church are managed by the Church Administrator.

The Church collects and holds contact information about you (name, address, telephone numbers, email addresses) so that it can keep in touch with you as part of its Christian ministry and to provide pastoral support to you.

For those visiting the Church or making enquiries, the Church will only hold your contact information to keep in touch with you with your explicit consent (which can be withdrawn at any time).

For Church members and regular attendees, we hold and process your name and contact information in accordance with our legitimate interests as a Church with appropriate safeguards in place. Your information will not be disclosed outside the Church without your consent except as required or permitted by law.

Your name and contact information may be held:

- in paper records in locked cabinets in the Church Office which itself is locked;
- on a database on the Church computer and server which are subject to ongoing security measures against unauthorised access;
- by the Ministers, Officers and Deacons and other approved leaders of groups within the Church on their personal laptops / mobile devices with security measures in place; and
- by a third-party data processor in the UK which provides administrative facilities and services to the Church with security measures in place.

Access to your contact information is restricted to the Ministers, Officers, Deacons and those employed in the Church Office. For Church members and those attending regularly, it may be disclosed to those Church members who are approved by the Church to provide additional pastoral support and to leaders of groups and co-ordinators of rotas within the Church, including Home Group Leaders and the Pastoral Support Committee.

Your name and contact information will be held on the Church computer database for as long as you are a member of the Church or attending regularly, thereafter for 1 year, unless you provide your explicit written consent to remain on the Church database as one of our 'church friends' (such consent can be withdrawn at any time by contacting the Church Administrator).

From time to time, we prepare a hard copy Church Directory with contact information of Church members and regular attendees to facilitate communication and Christian fellowship. You may give your explicit written consent for your name to be included in the Church Directory at the

relevant time and also consent to the specific contact information which you wish to be included. The Church Directory is only made available to Church members and regular attendees.

In accordance with its legitimate interests, the Church holds and processes information about your financial giving to the Church in order to manage the Church finances and to report to Her Majesty's Revenue and Customs for Gift Aid purposes. This is in accordance with our legitimate interests. This personal data will be restricted to the Church Treasurer and the Church Finance Committee.

To enable the Church to provide appropriate pastoral support to you, the Ministers may record information about you on Church computers which is of a sensitive nature, including what is now known as 'special category' personal data for example relating to your physical or mental health. This is in accordance with our legitimate interests as a Church but subject to the safeguards required by the legislation. Such information will be kept secure (including password protected) and will not be disclosed to anyone else without your consent except as required or permitted by law.

To comply with its legal obligations towards children and vulnerable adults, the Church may process information relating to individuals in accordance with its safeguarding policy. Such information may be disclosed to appropriate authorities outside the Church as required or permitted by law, including the police.

In accordance with its legitimate interests and subject to safeguards, the Church maintains an archive of historical information about its Christian ministry and witness. The archive includes a number of documents and computer records which contain the names of individuals who have attended the Church over the years, including membership records, minutes of meetings, copies of the Church Directory and copies of the Church magazine. Records are kept of significant events for Church members, regular attendees and their families including births, dedications, baptisms and deaths. In accordance with its legal obligations, official records are kept of marriages conducted at the Church. The archive is stored in a locked room in the Church Office and access is restricted to the Ministers, Officers, Deacons, Church Archivist, the Church Administrator and those authorised by the Church for specific and legitimate purposes.

You have various rights in respect of your personal data as set out below:

- to request access to your personal information which is being processed by the Church;
- to withdraw consent where this is the basis for our processing your personal data;
- to object to processing where this is based on our legitimate interests;
- to have your personal data erased, rectified or restricted in certain circumstances.

If you have any queries about this privacy notice, wish to exercise your rights or have any concerns about how your personal data is processed by the Church, we ask that you contact the Church Administrator Eileen Hori (T. 01223 506343 E. office@stasbaptist.org) in the first instance, or Sharon Chaldecott as the Deacon with particular responsibility for data protection via the Church Administrator. Alternatively, you can contact the Information Commissioner

www.ico.org.uk