



GREENLEAF ROAD BAPTIST CHURCH

DATA PRIVACY NOTICE

Adopted: 22.05.18

Trustee Responsible for Data Protection: Beverley Stephens

DATA PRIVACY NOTICE

1. Your personal data – What is it?

1.1 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").

Here are some of the uses of personal data and how it helps us:

- a) maintain our list of church members and regular attenders;
- b) provide pastoral support for members and others connected with our church;
- c) provide services to the community;
- d) safeguard children, young people and adults at risk;
- e) recruit, support and manage staff and volunteers;
- f) undertake relevant research;
- g) maintain our accounts and records;
- h) promote our events and services;
- i) maintain the security of property and premises;
- j) respond effectively to enquirers and handle any complaints.

2. Who are we?

2.1 Greenleaf Road Baptist Church (GRBC) and we are the 'data controller'. We have a designated Trustee who takes a lead in matters pertaining to GDPR and Data processing. Their contact details are below.

3. How do we process your personal data?

3.1 GRBC aims to comply 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.

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

4.1 Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about events.

4.2 Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

4.3 Processing is carried out by 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 those purposes); and there is no disclosure to a third party without consent.

5. Sharing your personal data

5.1 Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

6.1 We keep data for a reasonable period once it is no longer relevant, a reasonable period is up to 6 years.

Specifically, we retain membership data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

7.1 Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- a) The right to request a copy of your personal data which GBC holds about you;
- b) The right to request that GBC corrects any personal data if it is found to be inaccurate or out of date;
- c) The right to request your personal data is erased where it is no longer necessary for GBC to retain such data;
- d) The right to withdraw your consent to the processing at any time
- e) 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), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- f) 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;
- g) The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/ exercise of official authority); direct marketing and processing for the purposes of scientific/ historical research and statistics]
- h) The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

8.1 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: Beverley Stephens, Greenleaf Road Baptist Church, Greenleaf Road, Walthamstow, Waltham Forest, E17 6QQ or info@greenleafroadbaptistchurch.com

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.