

# ROCK BAPTIST CHURCH PRIVACY NOTICE



## **How Rock Baptist Church uses your information**

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

## **Why do we collect and use your information?**

We collect and use your information to contact you, to send you E-Pray and other communications regarding our activities, to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and as a charity and to comply with the law regarding data sharing. We do not share your information with others except as described in this notice.

## **Lawful basis for storing and processing data**

The lawful basis for storing and processing your data comes under three headings: legal obligation, legitimate interest, and consent.

### ***Legal obligation***

We keep contact details for church members and use these to inform members about meetings of church members and to keep a record of attendance at such meetings. Because church membership involves agreeing to a statement of faith, this implicitly means that we hold sensitive data about religious beliefs. The list of names of members is available to other members and regular attenders.

We keep contact details including names of parents/guardians, date of birth, health information and attendance for children who attend Rock activities. This information may be shared with trustees, coordinators and leaders of children's activities and safeguarding officers and is used for the safe and efficient running of the activities.

We keep records of concerns regarding the welfare of individual children and vulnerable adults in compliance with our safeguarding policy. This may include sharing information with statutory authorities such as social services.

We keep financial records of donations to the church and will keep Gift Aid records. Details of gifts made under Gift Aid will be shared with HMRC as we reclaim tax. Our accounts are examined by independent examiners who have access to details of donations and payments. If you give us your bank details so that we can transfer money to you electronically, these are kept on our bank's secure website.

We keep records of trustees of the church and share this information with the Charity Commission as required.

### ***Legitimate interest***

If you wish to volunteer to fulfil the charitable objects of Rock, then we will process your data in a way that enables this to happen efficiently. This will include rotas and other details of your service and details of DBS checks for those working with children and

vulnerable adults. The data will be available to the trustees of the charity, the safeguarding officers and the coordinators of the activities you engage in.

If you wish to benefit from the church, for example through attending church services, homegroups, accepting pastoral care (spiritual or material) or requesting prayer then we will store and process details that enable this to be done. Sensitive data will be shared only by the trustees – and frequently just the elders – and those entrusted by the elders to engage with you. As part of our charitable objects we may share your name with other church attenders for prayer, but we will not share other personal details without your consent.

### **Consent**

We will seek your written consent to share contact details with people who are members of Rock or attend Rock regularly. There may be reasons why you withhold this consent, but we would expect members and Christians who attend Rock regularly to want to enjoy fellowship with each other – this is part of our charitable objects - and so sharing contact details will in many cases fall under legitimate interest. You are able to control which details are visible to other people.

We will seek your written consent to send you regular updates about the activities of the church.

If you share personal details with church members or volunteers, perhaps so they might pray for you, then we will seek your oral consent before sharing this information with others – but see paragraph under legitimate interest about sharing information with trustees.

### **Storing your data**

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. We will contact you periodically to check that the information we are holding is accurate and that you agree to us holding it or to explain the basis on which we hold it.

### **Who do we share your information with?**

We will not share your information with third parties without your consent unless the law requires us to do so.

### **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact Sarah Ackroyd.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, please contact our Data Protection Compliance Manager - Sarah Ackroyd.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Contact:**

If you would like to discuss anything in this privacy notice, please contact:

Sarah Ackroyd (sarah@ackroyd2.plus.com) [Data Protection Compliance Manager]

Or

Brian Hayden-Smith (brianhaydensmith@hotmail.com) [Trustee]