

Borough Green Baptist Church – Data Privacy Notice for Members

1. The purpose of this Privacy Notice

Borough Green Baptist Church is committed to protecting the personal information (data) that it holds about its Members and to acting in accordance with the General Data Protection Regulation 2018 (GDPR). This privacy notice gives you details about the data that the church collects, uses and maintains ('processes') for various purposes associated with your Membership of the church and is being made available as required by the GDPR legislation.

2. Data Controller

For the purposes of GDPR, the Elders and Deacons of the church (the Officers) are regarded collectively as the legal Data Controller. If you have any questions concerning the church's use of personal data or arising from this Privacy Notice, please contact the Officers on data@bgbc.org.uk or by writing to the Church Officers, Borough Green Baptist Church, High Street, Borough Green, Sevenoaks TN15 8BJ, or by leaving a message on the church answerphone on 01732 882624.

3. The information that we hold about you and why we hold it

We process (that is, collect, use and maintain) personal data for a variety of purposes, some of which will mean we will collect more data from some members than others. These purposes include: church administration; the provision of pastoral care; the production of a church members directory; maintaining registers/lists of attenders for some of our activities; the production of responsibility rotas and task lists; the issuing of car park permits; for accounting activities (such as the administration of Gift Aid giving and the processing of standing orders); for publicity and outreach activities; and in relation to the employment of staff when relevant.

Data ordinarily processed will include name and contact details (postal address, email address if appropriate, home and/or mobile telephone number) and date of birth, and where relevant will also include car ownership details (for the issuing of car park permits), information shared at Members' Meetings, information shared in a pastoral care setting (generally held only by the Elders and/or the Deacons), bank account or other financial information where necessary for administering Gift Aid and other giving (generally only held by the Deacon responsible for the church's financial administration), photographs and personal testimonies, and when applicable, any data required for employment purposes. The information that is processed for these various purposes is almost always obtained directly from the Members themselves, although it is possible that in some aspects of pastoral care, information may be obtained from relatives/friends of the data subject or from healthcare professionals, shared in order to protect the vital interests of the data subject.

4. The legal bases for the church to process your personal information

The GDPR legislation requires the church to state the legal basis upon which we can legitimately process your data. For almost all the purposes stated above, our legal basis is that it is necessary in the pursuit of the *legitimate interests* of the church. This means that church Members would reasonably expect that such data would be processed to enable the church to function as the local expression of the body of Christ, fulfilling its responsibilities before God in providing pastoral care and fostering an environment of mutual support, as well to enable necessary administrative tasks to be carried out. The processing of personal data for the purpose of administering Gift Aid giving, as well as for employment purposes, is necessary as a *legal requirement*, as is the processing of personal data for safeguarding purposes, while the processing of health data may be justified on the basis of being in the *vital interests* of the data subject. The processing of personal data for church publicity and outreach purposes is by explicit *consent*.

5. How and where your information is held

A *Members' Directory* is maintained by the church Officers and periodically distributed (electronically or on paper) to Members only. This contains Members' names, postal addresses, email addresses where

relevant, telephone numbers and the day and month of Members' birthdays. It also contains, by consent, the first names only of Members' spouses if that spouse is a non-Member. It also contains, by parental consent, the day and month of any Members' children's birthdays (for children under the age of 18). Members have a duty to keep this Directory private and to store it securely, whether on paper or on a computer. One copy of this Directory is kept in the locked cupboard in the church office.

Responsibility rotas (covering such things as welcoming duties, piano playing, the provision of flowers, tea making duties, and preaching and communion duties) are drawn up by designated Members, usually on a quarterly basis, that will contain Members' first names only. These rotas may be displayed on a notice board in the church vestibule, back corridor and/or in the church office, as well as being distributed to Members (electronically or on paper) but will never be displayed outside the building in a public location.

Attendance Registers/Lists are maintained on paper and/or computer for several church activities, including the Women's Fellowship, Messy Church, Project JOY and the Men's Prayer Breakfast. These are drawn up for administrative purposes and to ease communication with attenders. The data collected from attenders may include names, postal addresses, email addresses where relevant, telephone numbers, and in some cases, dates of birth. In the case of the Women's Fellowship, a list is circulated to all regular attenders containing those individuals' names, postal addresses, telephone numbers and dates of birth and those who receive this list have a duty to keep it private.

Task or Participant lists may be drawn up in preparation for an internal or external event (such as a church work party, a special meal, a visit to Westbank Care Home or a conference), which may be displayed in the church vestibule or the church office or may be maintained by the Member administering the event. These would ordinarily contain first names only and would never be displayed outside the building in a public location.

Mailing lists (postal and/or email addresses) may be maintained on computer or on paper by Members (usually Officers) with responsibility for communicating with other Members when undertaking administrative activities for the church. Any Member holding such a list has a duty to ensure that it is held securely.

Any **correspondence** between Members and Church Officers relating to church matters will be stored (on paper or electronically) securely by the Officers.

Church Meeting Minutes and associated documents will inevitably contain personal data and are circulated to Members (electronically and/or on paper) as well as being stored in a locked safe in the church office. Members have a duty to keep these documents private, using common sense to keep them away from prying eyes and to prevent accidental disclosure.

Notes containing personal data taken by Elders or Deacons when meeting individually with Members for reasons of pastoral care or church administration will be stored securely by the Officers.

A **Car Park Permit List** is maintained by the Officers that contains the names, vehicle descriptions and registration numbers for all those people to whom a church car park permit has been issued (both Members and Non-Members). Officers store this list securely (on paper and/or on computer) and one copy of this list is kept in the locked cupboard in the church office.

Church **publicity materials, outreach items, event reports** and **content for our website or social media channels** may contain Members' photographs, personal testimonies and/or other personal data. Those responsible for compiling such material will store such data securely and gain the explicit consent of the Members concerned before making that data public.

Data required for employment purposes will be collected and maintained securely, on paper and/or electronically, by the Officers (usually the Deacon responsible for the church's financial administration).

6. Sharing your personal information

As described above, some personal data is shared between Members, as would be expected within a local church, or may be displayed on an internal church noticeboard (first name only). Some data is shared with third parties: where required by law (e.g. in relation to the processing of Gift Aid giving or employment purposes, data will be shared with HMRC as necessary); to provide named contact details to administrative bodies or church information websites that the church has dealing with (e.g. the Association of Grace Baptist Churches South East and www.findachurch.co.uk); to protect the vital interests of a Member (e.g. in a health emergency); or where explicit consent has been given for such sharing (e.g. on the church website or in outreach material).

7. Retaining your information

As a general rule, the church will retain your personal data for as long as it is needed for the purposes for which it was collected, or as long as is required by law, even after you have ceased to be a Member. Some data will be kept indefinitely for church archive purposes (e.g. within Church Meeting Minutes) or if safeguarding applies (e.g. if an individual has served in children's ministry). Contact data will be retained all the time that you are a Member, and after that for as long as you wish to remain in contact with the church. Any data relating to financial issues must be retained for a minimum of 7 years.

8. Our responsibilities and your rights

The church is committed to maintaining the security of your data and to that end most material containing personal data kept at the church building will always be stored in the safe or the locked cupboard in the church office. Members are expected to take care when storing any church documents containing personal data (whether on paper or held electronically), using common sense to keep material away from prying eyes and to prevent accidental disclosure.

The church is also committed to keeping your data up-to-date, so while some documents are subject to periodic review by Officers to address this, Members are also asked to help the church by informing the Officers of any changes in personal data (such as a change of email address or phone number) so that where appropriate the necessary changes can be made. This is in fact your right – to request the correction of any inaccurate personal data – and we will make the necessary changes within 1 month of receiving the request.

In the case of personal data that is processed based on your explicit consent, you have a right to withdraw that consent at any time by contacting the Officers with that request.

You also have a right to request a copy of your personal data that is held by the church, which we will give you within 1 month of receiving your request, unless there are complexities that delay us, in which case we will notify you and keep you updated.

You have a right to request the erasure of your personal data, although this will only be possible if the purposes for which your data is being processed no longer exist. You also have the right to restrict the processing of your data and to object to the processing of your data if you believe it to be inaccurate or if you dispute the lawfulness of our processing. In any of these cases, you must contact the Officers to exercise any of these rights.