

Data Privacy Notice

High Barnet Baptist Church

1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Bill/Act 2017, the General Data Protection Regulation 2016/679 (the GDPR), the Data Protection Act 2018, and other legislation relating to personal data and rights such as the Human Rights Act 1998.

2. Who are we?

High Barnet Baptist Church is the data controller (contact details below). This means the Church decides how your personal data is processed and for what purposes.

3. What data does High Barnet Baptist Church process?

The Church will process some or all of the following where necessary to perform its tasks:

- Names, titles, aliases, and photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to our objectives, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you make donations or receive payments, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data, data concerning sexual orientation, and criminal records, fines and other similar judicial records.

4. Who the information is processed about

We process personal information about:

- members
- staff
- volunteers
- trustees
- supporters
- enquirers
- advisers
- complainants
- representatives of other organisations.

5. How do we process your personal data?

The Church complies 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.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public
- To enable us to meet all legal and statutory obligations
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time, with the aim of ensuring that all children and adults-at-risk are provided with safe environments
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform services for you, such as baptisms, weddings and funerals
- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public
- To administer membership records
- To fundraise and promote the interests of charities
- To seek your views or comments
- To process a grant or application for a role
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, events, activities and services running at the Church.

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

The Church has conducted a data audit to establish the legal basis for processing your personal data.

Some of our processing is necessary for compliance with a legal obligation, for example keeping marriage registers.

Other data is processed because it is necessary for our legitimate interests. An example of this would be recording decisions at Church Business Meetings.

We may also process data if it is necessary for the performance of a contract such as holding names and bank details to facilitate the payment of monies due.

The Church on occasions will rely on vital interests to process personal data, for example recording incidents in an Accident Book

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

7. Sharing your personal data

We sometimes need to share the personal information we process with individuals themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- Members
- Family, associates or representatives of the person whose personal data we are processing
- Employees
- Current, past and prospective employers
- Healthcare, social and welfare organisations
- Educators and examining bodies
- Financial organisations
- Employment and recruitment agencies
- Survey or research organisations
- Business associates and professional advisers
- Providers of goods and services
- Local and central government
- Other voluntary and charitable organisations.

8. How long we keep your personal data

The length of time that we will retain your data will vary depending upon the purpose for which it is processed. We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

Data that is held by us on consent is only kept for as long as we have your consent to process that data.

9. Transfer of data abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

10. Your rights and your personal data

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

- The right to request a copy of your personal data which the Church holds about you
- The right to request that the Church corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the Church to retain such data
- The right to withdraw your consent to the processing at any time

- 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)
- 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
- The right to lodge a complaint with the Information Commissioner's Office.

11. Further processing

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.

12. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Compliance Officer at High Barnet Baptist Church, 197 High Street, Barnet EN5 5SU (tel. 020 8449 4833)