



Privacy Notice – Henley Baptist Church & d:two Community Centre

Henley Baptist Church & d:two Community Centre is committed to looking after the personal data you entrust to us in line with all data protection laws, as is our Christian duty. We will do all we can to ensure that your privacy is protected and that personal information you share with us is only used in a manner that you have consented to. We will not sell your information to anyone else.

This notice tells you what information we collect, how we use it and what your rights are.

1. YOUR PERSONAL DATA – WHAT IS IT?

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 storing and processing of personal data is governed by the General Data Protection Regulation (GDPR) and other regulations.

2. WHO ARE WE?

The Leaders of Henley Baptist Church & d:two Community Centre are each data controllers as they are considered separate entities under the regulation. This means they decide how the personal data is processed and for what purpose.

3. HOW DO WE PROCESS YOUR PERSONAL DATA?

The Leaders of Henley Baptist Church & d:two Community Centre comply with their obligations under 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 provide pastoral care to the members and regular attenders of Henley Baptist Church

- to inform you of news, events, activities and services running at Henley Baptist Church & d:two Community Centre
- to manage our employees and volunteers
- to administer membership of groups and committees
- to maintain our own accounts and records, including the processing of Gift Aid applications
- to fundraise and promote the interests of Henley Baptist Church & d:two Community Centre and the charitable causes we support
- to operate the d:two website and deliver services to the church family
- to exercise statutory functions eg. the registering of marriages
- to enable us to provide services for the benefit of those in the local area

4. WHAT IS THE LEGAL BASIS FOR KEEPING AND PROCESSING YOUR PERSONAL DATA?

We may process your personal data according to any of the following permissible reasons:

- we have received your explicit consent so that we can keep you informed about news, events, activities and services
- we have received your explicit consent to share your personal details with other members of the church family by accessing our ChurchSuite database
- where processing data is necessary to comply with statutory, employment, child protection or social security obligations eg. Gift Aid or Safeguarding
- as a not-for profit body with a Christian aim:
 - provided the processing relates only to members & regular attenders or former members, or those who have regular contact with it in connection with these purposes
 - provided there is no disclosure to a third party without consent
- where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data

5. HOW LONG DO WE KEEP YOUR DATA?

We keep data in accordance with the guidance set out by the Baptist Union:

https://www.baptist.org.uk/Groups/304642/Church_data_protection.aspx

We will keep data only as long as it is deemed necessary – taking into account legal obligations, accounting & tax obligations, and considering what would be reasonable for the activity concerned.

Specifically we retain Membership, Regular Attendee, HBC Associates and Friends of d:two data whilst it is still current. Details of donations, Gift Aid and salary payments (and associated paperwork) are retained for 6 years after the tax year to which they relate to meet tax and accounting requirements.

More information on our Retention Policy (which is based on the Baptist Union template) is kept in the HBC and d:two Community Centre Office - anyone can ask to see it. It will be put on our website as soon as possible, too.

Safeguarding Records are kept for 75 years and we follow Baptist Union guidelines of good practice in terms of the retention of specific types of safeguarding information.

https://www.baptist.org.uk/Articles/521769/BUGB_Guide_to.aspx

6. 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 Leaders of Henley Baptist Church & d:two Community Centre holds about you
- the right to request that we correct 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 us 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 where possible, to transmit that data directly to another data controller where applicable (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 object to the processing of personal data where applicable
- the right to lodge a complaint with the Information Commissioner's Office (ICO)

7. FURTHER PROCESSING

Should the leaders of Henley Baptist Church & d:two Community Centre 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 the 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.

8. 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 main church membership database system operates on UK based secure servers.

9. CONTACT DETAILS

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Officer (the Administrator) at Henley Baptist Church & d:two Community Centre, by email (joannam@dtwo.co.uk) or in writing to Henley Baptist Church & d:two Community Centre, 55-57 Market Place, Henley on Thames Oxfordshire, RG9 2HU

The Information Commissioner's Office (ICO) can be contacted by phone: 0303 123 1113 or email via their website. Their address is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF