

Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

2. How do we process your personal data?

We may use your personal data for the following purposes:

- To administer membership records
- To manage our employees and volunteers
- To maintain our accounts and records (including the processing of gift aid applications)
- To inform you of news, events, activities and services at Budleigh Salterton Baptist Church
- In external publicity for the church and its events (including print, social media and web)
- To fulfil our legal obligations

Budleigh Salterton Baptist Church complies with its obligations under the “GDPR” by keeping your 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 measures are in place to protect your personal data.

We will not disclose your data to third parties without your consent unless there is a legal obligation to do so.

3. Who has access to your data and how is it stored?

Within the church, your data will only be made available to staff and volunteers as is necessary for the completion of their roles.

Your personal data will be treated as strictly confidential. All data held electronically will be encrypted and held in compliance with GDPR regulations.

To assist with administrative tasks, we use three data processors to store data for us:

- Churchsuite (for rotas, service planning, children's work, church directory, small groups and other activities)
- Microsoft (for general admin tasks, emails and phone calls)
- Mailchimp (for email newsletters)

We may also make contact details of members and regular worshippers available to others in the church via Churchsuite or a printed Church directory. However, this will only be done with your explicit consent, and you will be able to choose which of your details are shared.

3. Photography / Video

Most of our worship services are broadcast live via Zoom, and a recording of sections of the service made publicly available on YouTube. If you do not wish to appear on these recordings, please sit in the marked areas in the chapel or ask a steward for more information.

We may want to use your image (whether in photos or videos) for publicity. This might include publication on our website, social media or in print. We will only use your image in this way with your explicit consent, which you can give by completing a data consent form.

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

We will ask your explicit consent to use your data in the following ways:

- To keep you informed about news, events, activities and services
- To process your gift aid donations
- To use your image (including photographs and videos) in external publicity
- To allow other church members/regular worshippers to contact you (via Churchsuite or a printed church directory)
- To process complaints and other administrative tasks.

If you are a church member, volunteer, trustee or member of staff, we have a legal basis for processing your data for the purposes of charity law, employment law or safeguarding obligations.

5. How long do we keep your personal data?

We retain Church Membership data while it is still current; gift aid declarations and associated paperwork in line with current charity finance requirements; and church registers (infant dedications, baptisms, marriages and funerals) permanently.

We keep data in accordance with the guidance set out in the Baptist Union of Great Britain's GDPR Guidelines, Section 7, sub-sections 4 and 5, which is available from the Baptists Together website at www.baptist.org.uk (Baptist Union Corporation Guideline Leaflet L13).

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 Budleigh Salterton Baptist Church holds about you
- The right to request that Budleigh Salterton Baptist 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 Budleigh Salterton Baptist Church to retain such data
- The right to withdraw your consent to the processing at any time
- 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
- The right to lodge a complaint with the Information Commissioners Office

Please note that the exercise of these rights will be upheld within the parameters of our legal obligations, GDPR and advice from the Information Commissioners Office and Baptist Union of Great Britain.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, 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.

8. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Budleigh Salterton Baptist Church at 01395 911332 or admin@budleighbaptistchurch.org.uk.