

# Data Protection Policy

## Church Privacy Notice

How BAGLAN COMMUNITY CHURCH (“we”) use your information -

Your privacy is important to us. We are committed to safeguarding the privacy of your information. It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

### Data Controller

BAGLAN COMMUNITY CHURCH is the data controller and responsible for your personal data.

### Why are we collecting your data?

We collect and use your information to contact you to send you our monthly newsletter and other communications regarding our activities, to provide appropriate pastoral care, to monitor and assess the quality of our services, to use your bank details [when relevant and only where you have provided your consent], to allow church giving to be covenanted, to fulfil our purposes as a church and to comply with the law regarding data sharing. We do not share your information with others except as described in this notice.

The categories of information that we may collect, hold and share include:

- Personal information such as name, telephone number, address and email address & bank details [ Bank details only when relevant e.g., when you covenant and only when you have provided your consent].
- Other characteristics for church employees such as age, National Insurance number and bank details.

### Storing your data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

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. Details of retention periods are available in our retention policy which you can request by contacting us on [thecentrebaglan@gmail.com](mailto:thecentrebaglan@gmail.com) [John Buckley].

We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it.

## **Security of your data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, trustees or church workers e.g. Ministry leaders, who need to know. They will only process your personal data with our agreement.

We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO where we are legally required to do so.

## **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 John Buckley

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.

## **Changes to this Privacy Notice**

Baglan Community Church will review this policy once a year

[or when necessary] and so it may change from time to time. For example, in the event of changes in law or how we operate. If we make any changes, we will make the church aware of this via the Monthly Newsletter.

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 John Buckley

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: JOHN BUCKLEY : [thecentrebaglan@gmail.com](mailto:thecentrebaglan@gmail.com)

## **Baglan Community Church Data Protection Complaints Process**

Baglan Community Church (“we”) take your privacy concerns seriously. If you have any concerns about the way your information is being handled, please contact JOHN BUCKLEY without delay. He can be contacted at [thecentrebaglan@gmail.com](mailto:thecentrebaglan@gmail.com)

We will carefully investigate and review all complaints and take appropriate action in accordance with Data Protection Legislation. We will keep you informed of the progress of our investigation and the outcome. If you are not satisfied with the outcome, you may wish to contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Any complaint received by us must be referred to JOHN BUCKLEY who will arrange for an investigation as follows:

1. A record will be made of the details of the complaint.
2. Consideration will be given as to whether the circumstances amount to a breach of Data Protection Legislation and action taken in accordance with the Data Breach Procedure.
3. The complainant will be kept informed of the progress of the complaint and of the outcome of the investigation.
4. At the conclusion of the investigation JOHN BUCKLEY on behalf of BAGLAN COMMUNITY CHURCH, will reflect on the circumstances and recommend any improvements to systems or procedures.