



DATA PRIVACY NOTICE

1. Who we are

We are Albany Park Baptist Church (APBC), Stansted Crescent, Bexley DA5 3JB. The trustees (i.e. the Diaconate) of APBC are the data controller. This means we decide how personal data we hold is processed and for what purposes.

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 processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. What personal information we hold

We may hold some or all of the following types of personal information about you:

Your name, address, mobile and landline telephone numbers, email address, details in connection with Gift Aid arrangements, references, DBS applications and other details e.g. in connection with hall hire such as bank account details. APBC also operates a CCTV system for security and crime prevention purposes and your images may be stored for limited periods on that system (see separate CCTV Policy). We may also hold visual images taken at church events which may be published on our website, social media or in church publications.

We may sometimes hold other information about you. Due to the nature of our relationship with you and the need to deal with sometimes sensitive pastoral issues, this may include sensitive personal information.

3. Where we get personal information from

Generally, the information we have comes directly from you although we may, for instance, receive information about you from third parties such as previous employers, other churches, hall hirers and referees (this list is not exhaustive).

4. How we process your personal data

APBC 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:

- a) to provide appropriate services for the benefit of the community in which we are placed and to support appropriate home and overseas mission organisations;
- b) to administer records of APBC Members and those who have asked to be on our mailing list ;
- c) to provide pastoral support for members and others connected with APBC;
- d) to fund raise and promote the interests of APBC;
- e) to recruit, support and manage our staff and volunteers including making DBS applications (which includes passing personal data to the relevant authorities to enable DBS checking);

- f) to maintain our own accounts and records (including the processing of gift aid applications which will include passing personal data to HMRC and independent examiners to the accounts);
- g) to inform our contacts of news, items for prayer, events, activities and services running at APBC and news and information about other Christian organisations with whom APBC works including those involved in appropriate home and overseas mission;
- h) to provide other services to the local community including but not limited to Hall hire and Community events and to administer contracts;
- i) to safeguard children, young people and adults at risk with whom we are in contact;
- j) to identify trends in membership, attendance our local community and other research;
- k) to maintain the security of property and premises;
- l) to respond effectively to enquiries and complaints

5. Our legal basis for using your personal information

The GDPR sets out various lawful circumstances for processing your data which include:

- where processing is necessary for the legitimate interests pursued by APBC. This includes keeping you informed about news, events, activities and services and process your gift aid donations or DBS applications.
- where processing is necessary for us to comply with a legal obligation. This can include carrying out obligations under employment, social security or social protection law, or a collective agreement or in association with employees' pension arrangements;
- where processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim, provided that the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and there is no disclosure to a third party without consent.

6. How we share your personal data

Your personal data will be treated as strictly confidential and will only be shared in order to carry out the legitimate purposes of APBC, where we have given you prior notification and when necessary, sought your consent.

We will only share your data with third parties outside of APBC with your consent or if required to do so by law or police request (see e.g. CCTV Policy).

7. How long we keep your personal data

We keep your personal data for no longer than reasonably necessary and in accordance with our Data Retention Schedule (available on our website).

8. Your rights and your personal data

You have the following rights with respect to your personal data (unless subject to an exemption). You have the right to:

- request a copy of your personal data which APBC holds about you (known as a Subject Access Request);
- make a request to APBC to have your personal information corrected if it is inaccurate, and completed if it is incomplete
- request your personal data is erased where APBC no longer has a legitimate cause to retain such data;
- withdraw your consent (if given) to the processing at any time;
- request access to your information and to obtain information about how we process it;
- in particular circumstances, move, copy or transfer your information;
- object to the processing of personal data;

- lodge a complaint with the Information Commissioner's Office.

9. Keeping your information safe

When we pass your information to a third party, we seek to ensure that they have appropriate security measures in place to keep your information safe and to comply with general principles in relation to data protection.

10. Further processing

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

11. Contact Details

To exercise all relevant rights, queries or complaints please, in the first instance, contact the Secretary at Albany Park Baptist Church, Stansted Crescent, Bexley, Kent DA5 3JB. Email: secretary@albanyparkbc.org.uk.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.