

## Privacy statement

Under Data Protection legislation the church Charity Trustees of Altrincham Baptist Church are the Data Controller and can be contacted by ringing 0161 941 3052 or emailing [church@altrinchambaptist.org](mailto:church@altrinchambaptist.org)

### Reasons for processing and legal basis

We only hold data that either we are legally obliged to or that helps us fulfil our missional and charitable aims as a church. We are a membership organisation and good communication with our membership and the extended community is an essential part of being church.

Therefore we will hold and process data to:

- enable us to meet all legal and statutory obligations;
- Comply with and facilitate our 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 (please see our safeguarding policy and procedures);
- Provide you with pastoral and spiritual care;
- Administer our membership records;
- Enable us to follow up membership, course and event enquiries;
- Fundraise and promote the interests of the Church and charity;
- Maintain our own accounts and records;
- Process and record financial donations that you have made (including Gift Aid information);
- Process a booking you make for an event and then administer the event;
- Communicate with you about your views or comments;
- Update you about our services, events, role holders and any matters of interest related to your church community;
- Process a grant or application for a role.

### What is our legal basis for processing your personal data?

- Most of our data is processed because it is necessary for our legitimate interests to enable our charitable and missional aims. For example, maintaining membership records, safeguarding our children, because you are a part of a particular group and need information

about that, recording our financial donations and operating team rotas for the effective function of Sunday services.

- Some of our processing is necessary for compliance with a legal obligation. Retaining safeguarding records and gift aid declarations are examples of this.
- We may also process data if it is necessary for the performance of a contract with you, or to provide a direct service to you. For example, if you buy tickets for a church event.
- As a religious organisation, we are 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. For example, obtaining your consent to keep you informed of future church and Hub events after you have joined us at another event.

### **Storing and sharing your data**

The information you supply will be stored within the church's secured I.T systems. Paper copies of data will be held securely. Our I.T systems includes "ChurchSuite", the cloud hosted, web-based database which is password controlled. Access to ChurchSuite will be controlled by the church and restricted to that which is necessary by an individual's role, whether as minister, employee, volunteer or member. ChurchSuite is a Data Processor of the information we store on their site. Their data privacy policy is found on their website [www.churchsuite.com](http://www.churchsuite.com). We will NOT pass on this information to any other third parties.

If you choose to pay for events online, your personal data, which you input into the online payment system, will be shared with "Stripe", a third party Data Processor, in order for your payment to be processed. Their data privacy policy is found on their website [www.stripe.com/gb/privacy](http://www.stripe.com/gb/privacy). Again we will NOT pass on this information to any other parties.

To enable us to provide adequate pastoral support to you and your family, one of the ministry staff may record information which may be regarded as sensitive. This information will either be stored in a locked cabinet or within the church's secured IT systems. This information will NOT be disclosed to anyone else without your consent, unless we have a legal obligation to do so.

### **Church directory**

We produce an annual Church Directory of contact details for those involved at ABC which will be available in hard copy. Consent will be sought from you when the directory is produced regarding what contact information you are happy to have included. Copies will be available to members and regular attenders of ABC from church. We will not make available copies of the directory to outside parties, though we cannot guarantee that other parties will not indirectly access it. If you request that we no longer hold your details we would not include you in any future Church directories printed for that year, but cannot obviously remove you from hard copies in existence.

### **Retention of data**

Where you are actively involved in the life of the church and/or are a Church member, unless we are required to hold your information in accordance with our data retention schedule, your contact

details will be removed from the database once you are no longer attending the church (more than 6 months) and/or have resigned from membership, if applicable, unless you ask to remain as one of our “church community friends”.

Where the above does not apply and you solely attend an event we will delete your contact details after the event unless you opt in to be kept updated of other events.

As a church community friend, if you have consented to receive information about the church (including the Hub community centre) and its activities and subsequently wish to be removed from our mailing lists you can contact us and we will delete your data.

#### **Right to access**

You have the right to ask to see any information we hold about you by submitting a ‘Subject Access Request’ to the Church Secretary who is the Data Protection Trustee. You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled please contact our Data Protection Trustee (email [church@altrinchambaptist.org](mailto:church@altrinchambaptist.org) ). If you are still unhappy you have the right to complain to the Information Commissioners Office.

**Dated: 13 January 2019**

**Charity number: 1130343**