

Privacy Policy

Your Personal Information

This statement sets out how Worcester Baptist Church will deal with any personal information we collect from you or that you provide to us. If you are a member of the church, the whole statement is relevant to you. If you are not a member, only parts of it will apply.

New rights for individuals

The General Data Protection Regulation (GDPR) establishes some important new rights for individuals (data subjects) and strengthens some of the existing rights that currently exist under the Data Protection Act. The GDPR now provides the following rights for you in relation to the data Worcester Baptist Church holds:

1. The right to be **informed** - The right to be informed encompasses Worcester Baptist Church's obligation to provide 'fair processing information', and this Privacy Notice gives transparency over how we use your personal data at the church.
2. The right of **access** - We will provide, on request, a copy of the personal information Worcester Baptist Church holds about you free of charge. The removal of the £10 subject access fee is a change from the rules under the Data Protection Act. Worcester Baptist Church will provide information without delay and at the latest within one month of receipt of a request.
3. The right to **rectification** - You are entitled to have personal data rectified if it is inaccurate or incomplete.
4. The right to **erasure** - The right to erasure is also known as 'the right to be forgotten'. The broad principle underpinning this right is to enable you to request the entire deletion or removal of all personal data where there is no compelling reason for its continued processing. The right to erasure does not provide an absolute 'right to be forgotten', but you have a right to have personal data erased and to prevent processing in specific circumstances:
 - I. Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
 - II. When you withdraw consent.
 - III. When you object to the processing and there is no overriding legitimate interest for continuing the processing.
5. The right to **restrict processing** - Under the Data Protection Act, you have a right to 'block' or suppress processing of personal data. The restriction of processing under the GDPR is similar. When processing is restricted, Worcester Baptist Church are permitted to store the personal data, but not further process it. Worcester Baptist Church can retain just enough information about you to ensure that the restriction is respected in future.
6. The right to data **portability** - The right to data portability allows you to obtain and reuse your personal data for your own purposes across different online services. It allows you to move, copy or transfer personal data easily from one Information Technology environment to another in a safe and secure way, without hindrance to usability. Worcester Baptist Church do not use websites to collect information so this principle is not applicable.
7. The right to **object** - You have the right to object to direct marketing (including profiling) and processing for purposes of historical research and statistics. The GDPR defines

"profiling" as any form of automated processing intended to evaluate certain personal aspects of an individual, in particular to analyse or predict their economic situation, health, personal preferences, reliability, behaviour, location or movements. This means you have the right to object to the processing of personal data, *where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority; direct marketing and processing for the purposes of scientific/historical research and statistics.*

8. Rights in relation to **automated decision making and profiling** - The GDPR provides safeguards for you against the risk that a potentially damaging decision is taken without human intervention. These rights work in a similar way to existing rights under the Data Protection Act. Worcester Baptist Church do not use automated decision making so this principle does not apply.

How we may use your personal information

Personal information that we collect may be used by us in a number of ways:

- I. To tell you about events that the church is running which we think may be of interest to you;
- II. To keep you informed of news and events via our Bulletin which is also available on the church website (which is publicly accessible).
- III. To provide pastoral care, support, teaching and challenge for you in accordance with the teaching of the Bible;
- IV. To enable to maintain appropriate safeguarding arrangements for our children and young people and vulnerable adults;
- V. To help you identify where you could serve in the life of the church;
- VI. To help us organise rotas, small groups and to communicate with you;
- VII. To help us ensure that you continue to meet the criteria for and obligations of membership (or where appropriate the qualifications for the office of deacon);
- VIII. Exceptionally, to deal with church discipline and welfare in accordance with the church's constitution.

We will collect and handle your personal information either with your consent or because it is necessary for us to do so for the purposes of our legitimate interests outlined above.

Further processing

If we 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 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.

Information we may collect from you

We may collect and process the following information about you where relevant:

- Your contact details
- Your attendance at events and meetings run or hosted by us
- Your details in relation to dedications, baptisms, marriages and funerals at the church
- Your participation in rotas for service in the church

- Information contained in emails or other correspondence from you and records of telephone calls or meetings with you
- Your marital status, age, gender and information about your immediate family
- Your university course details (where relevant)
- Details of money that you give to the church (including the processing of gift aid applications)
- Information contained in checks provided by the Disclosure & Barring Service
- Information that you share with us for the purposes of pastoral care, encouragement, training and prayer
- Information relevant to your suitability for membership of and service in the church, employment by the church or service with other Christian organisations
- Medical information where necessary to ensure that the care and hospitality that we provide for you is appropriate to your needs
- Details of next of kin (where appropriate, and only to be used for the purposes of contact in an emergency)
- Details of your visits to our website (including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own purposes or otherwise) and the resources that you access

We may collect information from others about you including from other members of the church or your home or previous church:

- To help us ensure that you meet the criteria for membership;
- To enable to maintain appropriate safeguarding arrangements for our children and young people;
- To help us better support you and to provide pastoral care, support, teaching and challenge for you in accordance with the teaching of the Bible;
- To help us ensure that you continue to meet the criteria for and obligations of membership (or where appropriate the qualifications for the office of deacon or elder);
- Exceptionally, to deal with church discipline in accordance with the church's constitution.

Who we may share information with

We may share your information with others in the church including:

- To ask the members of the church to pray for you, along with other members;
- To enable them to provide pastoral care and support for you;
- To inform them that you are applying to be a member or that your membership has ended;
- Through email groups to allow other members to contact you or to arrange rota swaps with you;

We may occasionally share your information with others outside the church including:

- Where we are approached for a reference by another church or organisation
- Where information is submitted for the bulletin which is uploaded to the church website (which is publicly accessible)

How we will store information

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We will take reasonable, necessary steps to ensure that your data is treated securely and in accordance with this privacy statement

How long do we keep your personal data?

We keep data in accordance with the guidance set out in our Retention and Erasure Policy which is available on request from the church administrator (contact details below).

Specifically:

- we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and registration of dedications, baptisms, marriages and funerals permanently.
- We will destroy information collected for Holiday Club within 30 days of its finish date unless you have ticked the box asking us to keep you informed about future activities we think your child might be interested in attending. If this is the case we will retain your details for the sole purpose of notifying you of such events.
- We will refresh directory information every 2 years but will amend following any requests to update wrong information (including changes to membership status) or where consent has been withdrawn. These amendments will apply to electronic versions and any reprint of paper versions but will not apply to copies already distributed.

The right to Erasure - ‘The right to be forgotten’.

Wherever legally possible, if you no longer wish us to hold your data or you leave membership, we will ensure that all data relating to that individual has been erased.

You can request Worcester Baptist Church’s Erasure Policy from the church administrator (contact details below).

This right applies to church members, friends of the church and any data subject we hold information on.

Worcester Baptist Church manage records efficiently and systematically, in a manner consistent with the GDPR requirements and this includes the disposal of data.

Our Data Protection team

WBC does not meet the criteria to require an appointed Data Protection Officer.

Data Controller: Data controller refers to the person (i.e. legal person) who determines the purpose and the manner by which personal data is to be processed. This is the name of the legal entity which holds the personal data. In the case of Worcester Baptist church, the data

controller will be the charity trustees which is the minister and appointed deacons. It is important to note that the definition of data controller also includes all staff and volunteers who work for the church. Therefore, when staff and volunteers process personal data in their role within the church they will be processing as the data controller entity.

Data Processors: Leadership Team (Minister and Deacons), Administrator (Chris Porter), Church Secretary (Chris Taylor); Group Leaders (Various)

Data Protection Lead: Hannah Celia

For further information about:

- how your personal information is used
- how we store your information securely
- your rights to access the information that we hold about you (known as Subject Access Request)
- your right to Erasure (right to be forgotten)
- to request a copy of our Policies and Procedures relating to GDPR
- or any other information relating to data

please contact Hannah Celia or the church administrator via worcbaptist@gmail.com

If you are unhappy with how we have handled your information, you may complain to the Information Commissioner

Individuals can complain to our data protection lead about how we use their personal data. We will acknowledge complaints within 30 days and provide updates and a final response as soon as we can, in line with the Data Use and Access Act 2025. Individuals can also complain directly to the Information Commissioner's Office if they are unhappy with our response.

Our lead is Hannah Celia and she can be contacted at treasurerwbc316@gmail.com