

East Midland Baptist Association

Privacy Notice



We are the **East Midland Baptist Association** ('EMBA', 'we', 'us'), a charity registered in England and Wales under charity number 1094457. Our contact details are:

Registered address: East Midland Baptist Association, c/o West Bridgford Baptist Church, Melton Road, Nottingham NG2 7NF

Email: hello@embaptists.org.uk

Telephone: 0115 9818645

This privacy notice describes what information (your 'personal data') we collect about you, the purposes for which we collect it and how we will handle and use it.

For the purposes of data protection law, East Midland Baptist Association are considered as the 'controller' of the personal data we collect and hold about you and we are therefore responsible for it.

Mr Garry Clewlow is our **Data Protection Officer** and is the person responsible for matters relating to the protection of personal data. Garry can be contacted at garry.clewlow@embaptists.org.uk

We are registered with the Information Commissioner's Office ('ICO') with registration number Z2392194

Introduction

We hold and process various categories of personal information for a number of reasons. We collect this data either from you or from third parties who provide it to us. For more details of the information we process please use the links below:

- Information collected through the [BUGB Annual Return Form \(paper and online forms\)](#) which, where the context permits, should be read to include EMBA in the definition of "we" and "us".
- Information provided in respect of the work of the [BU Ministries Team](#) which, where the context permits, should be read to include EMBA in the definition of "we" and "us".
- Information processed in relation to [safeguarding matters](#) which, where the context permits, should be read to include EMBA in the definition of "we" and "us".
- Information collected through our website (see [EMBA Website Privacy policy](#)).

Information about you

We may collect information about you in the following ways:

Information which you give us

We collect information about you when you fill in one of our forms and when you communicate with us in person, in writing, by email or phone. This can include (but is not limited to) your full name, address, email address, phone number(s), details of your church connections and your bank details. If you are applying for Ministerial Accreditation/Recognition or placement/settlement in one of the churches in membership with us, we shall work with the Ministries Team at BUGB and additional information will be collected as set out in the above link.

If you apply for a job with us or work for us in a paid or voluntary role additional information will also be collected. Information in this regard will be provided to relevant individuals and may also be requested by them using the contact details above.

Information we collect about you

Normally we will only process information which you have provided to us directly; through the person who completes your church's Annual Return Form or in relation to applications to us for grants or loans.

We may, however, obtain additional information about you from relevant third parties in connection with your application for Ministerial Accreditation/Recognition/Settlement; any non-ministerial position you may hold within an EMBA church; if you apply to work for EMBA in a paid or voluntary role or where a safeguarding concern has been raised with us.

When providing support to churches in membership with us we may access and process personal data in relation to individuals connected to those churches from the church's own website, Companies House Register or the Charity Commission Register. This is public information held in the EEA.

More details about what we collect can be found using the relevant links above.

Why we collect and process this information

In this section we list the different purposes for which we collect and use your personal information, as well as the legal grounds under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) on which we rely to justify such data processing.

Purpose	Legal grounds
Enabling us to contact and work with the most appropriate people in our member churches	The information is necessary for our legitimate interest of supporting, advising and resourcing EMBA member churches.
Keeping those who have subscribed to one of our mailing lists updated with news and events in EMBA life	We only keep you updated on the basis of your consent for us to do so.
Receiving donations for Home Mission, acknowledging receipt of donations and keeping a record of donations received, including legacies	The information is necessary for our legitimate interest to properly administer donations received and to maintain adequate and accurate financial accounts.
Enabling us to facilitate the Baptist Union of Great Britain's Ministerial Accreditation/Recognition system and the Ministerial Settlement Process in conjunction with the Ministries Team at BUGB.	Please see separate BUGB 'Ministries' Privacy Notice which, where the context permits, should be read to include EMBA in the definition of "we" and "us".
Providing pastoral support our churches and Ministers, your immediate family and in the event of death your survivors	This is necessary for our legitimate interest of supporting EMBA Ministers both accredited and unaccredited and EMBA member churches.
Enabling us to support our churches as they deal with issues relating to the safeguarding of children and adults at risk. Including concerns, referrals and safeguarding contracts with offenders.	This information is necessary for our legitimate interest of supporting and resourcing churches in membership with EMBA. Please also see separate BUGB 'Safeguarding' Privacy Notice which, where the context permits, should be read to include EMBA in the definition of "we" and "us".
Facilitating Safeguarding training with EMBA member churches	The information is necessary for our legitimate interest to enable training sessions to take place and to be able to process certificates of attendance.
Maintaining and reviewing details of approved Safeguarding trainers	The information is necessary for our legitimate interest to enable the delivery of relevant and updated training to our Member churches.

Enabling us to complete DBS checks for Accredited EMBA Ministers	The information is necessary for our legitimate interest to enable the legal checks to be completed.
Enabling us to pay expense claims to staff and individuals acting for us in a voluntary capacity	The information is necessary for our legitimate interest to properly administer expense claims and to maintain adequate and accurate financial accounts.
Enabling us to pay invoices for services provide to us	The information is necessary for our legitimate interest to properly administer and to maintain adequate and accurate financial accounts.
Enabling us to respond to contact made through our website.	Please see our separate ‘Website’ Privacy Notice.
Enabling us to fulfil our statutory, contractual and pastoral obligations to our staff.	The information is necessary for our legitimate interest.
Enabling us to process Home mission grants to churches	We process the information you provide to us through your Grant applications. By completing these forms you are giving consent to allowing your information to be processed via the Home Mission Grant systems. If you withdraw your consent then you will be removed from the Grant system.
Enabling us to process Bursary grants to Ministers	We process the information you provide to us through your Grant applications. By completing these forms you are giving consent to allowing your information to be processed via the Bursary Grant system. If you withdraw your consent then you will be removed from the Grant system.
Enabling us to process Bursary grants for Mission Opportunities and Lay Ministry	We process the information you provide to us through your Grant applications. By completing these forms, you are giving consent to allowing your information to be processed via the Bursary Grant system. If you withdraw your consent, then you will be removed from the Grant system.
Enabling us to contact and work with our Trustees and other volunteers who work with the EMBA for specified reasons	The information is necessary for our legitimate interest.
To enable you to book into events which we are running.	This information is necessary to enable us to provide you with entry to the requested event. By providing us with the requested details you are giving us consent for this information to be processed for this specific purpose.

Disclosure of your information

At times we may share your information with others. The following is a list of who we will or might share your information with:

- Our employees, contractors and volunteers on a need-to-know basis
- Employees and volunteers working for one of our partner organisations including the Baptist Union of Great Britain (with whom we have a Data Sharing Agreement). A list of these organisations can be found below.
- Our current website developers and administrators
- Analysts and consultants who might help us improve and optimise our website/IT Support
- Church Suite who facilitate our regular e-mailings
- Individuals who contact us asking for details of an EMBA member church will be given the name and contact details of the person we have listed as the main contact (normally the Church Secretary or Administrator) of that church
- Individuals who contact us asking for details of an Accredited Baptist Minister within the EMBA will be given the contact details that we hold.

- Payment service providers
- Our Professional Advisors, including our Auditors
- Service providers who assist us with protecting ourselves from fraud and money-laundering or who assist us with managing our credit
- Law enforcement authorities and other organisations which we may have a legal obligation to disclose information to

Where we keep your personal data

All your personal information covered by this notice will be stored in the UK. We have appropriate security measures in place to reduce the risk of personal data being accidentally lost or accessed in an unauthorised way. We will not transfer your information outside the European Union unless we are permitted to do so by law and we will inform you about such transfer before it is done.

Please note that our regular mailings are facilitated through Church Suite whose

Retention of data

We will keep the personal information covered by this policy for the periods of time specified in our [Data Retention Schedule](#) and at the end of the applicable retention periods we will safely and securely delete it.

Your rights in relation to your data

You have a number of rights under data protection law. These include:

- The right to access your personal data and to obtain certain information about it;
- The right to rectify the data if it is inaccurate;
- In some circumstances, such as when the data is no longer required or if the use of the data has no legal justification, the right to have that data erased;
- In limited circumstances, the right to object to our handling of the data;
- In limited circumstances, the right to restrict the handling of your data;
- The right to obtain a copy of your data in a commonly used electronic form if the data is processed by automated means and the processing is based on your consent or contractual necessity.

More details about how these rights apply can be found in our [Data Protection Policy](#).

You also have the right to withdraw your consent at any time when we rely on consent as a legal ground to justify our handling of your personal data. This would not affect the lawfulness of anything done before consent is withdrawn but it would stop us from continuing to use the relevant information.

You can exercise your rights or obtain more information about them by contacting our Data Protection Officer.

Complaints to the Information Commissioner

You have a right to complain to the Information Commissioner's Officer (ICO) about the way in which we collect and handle your personal data. Complaints to the ICO can be made on the [ICO's website](#).

Changes to our Privacy Notices

We may change our privacy notices from time to time in which case we will upload the updated notice(s) to our website. It is advisable to refer to the privacy notice(s) regularly, particularly before sharing information about yourself which you consider to be sensitive.

Partner Organisations

We have a data sharing agreement with the Baptist Union of Great Britain.

We may also share data with the following partner organisations either directly or through our Data Sharing Agreement with the Baptist Union of Great Britain: -

Baptist Pension Trust Ltd

BMS World Mission

Bristol Baptist College

Central Baptist Association

Eastern Baptist Association

Heart of England Baptist Association

London Baptist Association

Northern Baptist Association

Northern Baptist College

North Western Baptist Association

Regents Park College

Retired Baptist Ministers Housing Society

South Eastern Baptist Association

South Wales Baptist Association

South Wales Baptist College

South West Baptist Association

Southern Counties Baptist Association

Spurgeon's College

West of England Baptist Association

Yorkshire Baptist Association

Updated: October 2020