

Privacy Notice

Cross Street Baptist Church uses personal data about individuals for general church communications and the provision of pastoral care to members and others connected with the church.

We recognise the importance of maintaining confidentiality and fulfilling our legal obligations for handling and processing your personal data subject to the General Data Protection Regulations (2018 & 2020).

Personal data is only collected and processed with your consent. All consent forms disclose the purposes for collecting your data and include options to opt in to specific types of future correspondence. We are obliged to only use your data for the purpose it was collected for and to update it to ensure it is as accurate as possible. You may withdraw your consent at any time.

Please refer to our Data Protection Policy for further details about our policies for Data handling and processing.

DATA WE COLLECT AND HOW WE HANDLE IT

CHURCH MEMBERS AND THOSE IN CONTACT WITH THE CHURCH

Your name, contact details and other information which you provide may be stored electronically or securely in paper form.

To enable us to provide pastoral support to you and your family, the Church may record information which could be regarded as sensitive. This information will be stored securely, either electronically with password protection, or in secure files or locked cabinets. This information will NOT

be disclosed to anyone else without your consent, except when required by Statute Law.

CHURCH MEMBERSHIP DATABASE

Your name and contact details will be entered into our Church membership database which is stored electronically and can only be accessed by authorized users. You can ask for any of your details to be removed or amended at any time.

EMPLOYEES

We collect your name, telephone number, address, email address, bank account details and any other information required by Law. The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of selection processes and in connection with any subsequent employment or placement (unless indicated otherwise). Your data will only be retained for as long as is permitted by statute law and then destroyed.

LEGAL BASIS FOR PROCESSING YOUR DATA

CHURCH MEMBERS AND THOSE WHO ARE IN CONTACT WITH THE CHURCH

We collect this information to enable the Church to contact you and provide pastoral support as appropriate. GDPR legislation allows us to process this information as we regard it as being in the Church's legitimate interest.

EMPLOYEES

We collect this information to enable us to enter into a contract of employment with you. If you are unable to provide this information then we will be unable to enter into that contract.

SHARING DATA

We will not share your data with third parties without your consent, unless you might reasonably expect us to do so or we are required to do so in compliance with statute law. Our regulation by the Charity Commission and memberships of the Baptist Union of Great Britain and the London Baptist

Association may involve disclosing personal data e.g. during complaints processes. Your data may also be processed when compiling statistics to file as part of annual returns to these bodies.

YOUR RIGHTS UNDER GDPR

Under General Data Protection Regulations, we will process personal data in line with data subjects' rights, including their right to:

- Request access to any of their personal data held by us;
- Ask to have inaccurate personal data changed;
- Restrict processing, in certain circumstances;
- Object to processing, in certain circumstances, including preventing the use of their data for direct marketing;
- Data portability, which means to receive their data, or some of their data, in a format that can be easily used by another person (including the data subject themselves) or organization;
- Not be subject to automated decisions, in certain circumstances; and
- Withdraw consent when we are relying on consent to process their data.

REQUESTING INFORMATION & REPORTING CONCERNS

To make a request for your personal information, or for any queries relating to how your information is used and your rights to access information, please email csbc.islington@gmail.com.

If you have a concern about how we collect or use your personal data, then please raise your concern with us in the first instance. You may also report your concern directly to the [Information Commissioner's Office](http://www.ico.org.uk).(www.ico.org.uk)

LAST UPDATED: APRIL 2021, TO BE REVIEWED: APRIL 2022