

**PRIVACY POLICY**  
**BETHEL BAPTIST CHURCH BEDWAS**  
**JANUARY 2020**

This privacy policy outlines how we respect privacy when we deal with sensitive data and personal information collected by our organisation.

This Privacy Policy applies to information **BETHEL BAPTIST CHURCH BEDWAS** collects about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

**1. COLLECTION OF YOUR DATA (MEANS AND CONTENT)**

- i. We collect personal data from those who enquire, attend, or have entered into membership of **BETHEL BAPTIST CHURCH BEDWAS**. Enquiries may be made verbally (in person or over the phone), via text or Whatsapp message, via the website, through the internet (ie. Facebook, Twitter etc.) or through other means.
- ii. The legal basis under which we operate is consent, which is to be given freely and explicitly.
- iii. We may collect and store an individual's first name, surname, email, home/mobile phone number and home address. Where appropriate, we may also store the names and dates of birth of any children or dependants.
- iv. In instances where it is deemed to be in the best interests of the safety of our church attendees/members, we also collect and retain data on medical conditions, vital medication, allergies, names and contact details of emergency contacts, and next of kin.

**2. USE OF YOUR DATA**

We will only use your data in a manner that is appropriate, considering the basis on which that data was collected.

Examples of how we may use your personal information include (but are not limited to):

- i. replying to enquiries made by you to us (via phone, text message or email, as appropriate);
- ii. handling donations or other transactions that you initiate;
- iii. Informing you about upcoming events (via phone, text message or email, as appropriate);

- iv. Informing you of information changes relating to regular or one-off events (via phone, text message or email, as appropriate);
- v. Providing a hard copy address list of church members to church members;
- vi. Contacting enquirers, attendees, and/or members via group e-mail;
- vii. Contacting enquirers, attendees, and/or members via group text/Whatsapp.

In the instance of group emails, the addresses of recipients will be entered in the Bcc: field (Blind Carbon Copy) to prevent the unnecessary sharing of personal email addresses. In the instance of Whatsapp, numbers will be visible to other group members.

**BETHEL BAPTIST CHURCH BEDWAS** recognises the importance of the correct and lawful collection and treatment of personal data. By submitting your details you acknowledge that any information you supply will be added to the church's database and be used solely for the church's ministry and mission. We may communicate with you periodically, to let you know about upcoming events.

We will only retain such information as is necessary for the purposes of the ministry of the church.

### **3. LENGTH OF TIME YOUR DATA WILL BE HELD**

Your data will be stored securely for the length of time deemed reasonable for the safe and for the reasonable running of the church and its ministry.

- i. For attendees and members this will be for the length of your membership/attendance at Bethel, plus a maximum of 2 (two) calendar years.
- ii. For enquiries, this will be for as long as the enquiry stands, plus a maximum of 1 (one) calendar year.
- iii. For members of courses, groups and activities organised by the church this will be for the duration of your attendance, plus a maximum of 1 (one) calendar year.
- iv. Records of funerals, weddings, baptisms and any other official or legal ceremonies conducted at Bethel Baptist Church or by a minister of Bethel Baptist Church may be stored indefinitely, or for the lifetime of the individual plus a maximum of 10 (ten) years.

### **4. YOUR DATA AND THIRD PARTIES**

We will only pass your data to third parties in the following circumstances:

- i. you have provided your explicit consent for us to pass data to a named third party;

- ii. we are using a third party purely for the purposes of processing data on our behalf, and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors;
- iii. Where we are required by law to share your data;
- iv. In a medical emergency where communication cannot be established with next of kin/emergency contacts.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required (see Section 3i-iv).

## 5. STORAGE OF YOUR DATA

Printed data will be held in a secure place on-site, where unauthorised people cannot see it. Those who print the address list are given clear guidelines and expectations as to how to this data is to be treated. Where data is held digitally it is stored in the cloud behind secure password on secure devices that are encrypted and password protected. Additionally, unauthorised access to digitally stored data is prevented by administrator control of permissions associated with digital files.

You have a range of rights over your data, which include the following:

- i. Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this
- ii. You have the right to ask for rectification and/or deletion of your information.
- iii. You have the right of access to any information that we hold on you.
- iv. You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

Please note that relying on some of these rights, such as the right to the deletion your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

The Trustees of **BETHEL BAPTIST CHURCH BEDWAS** reserve the right to modify this Privacy Policy from time to time as appropriate. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.

You can contact our data protection officer at: **[admin@bethelbedwas.org](mailto:admin@bethelbedwas.org)**