

Bilton Evangelical Church

# Data Protection

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May 2018

Registered Charity 1137617 – A Private Company Limited by Guarantee 7296315



loving God, loving people,  
transforming communities

## DATA PROTECTION POLICY:

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### 1. YOUR PERSONAL DATA – WHAT IS IT?

- 1.1 Bilton Evangelical Church (BEC) is committed in protecting personal data and respecting the rights of our data subjects. We value the personal information entrusted to us and we respect that trust by compiling with all relevant laws and adopting good practice.
- 1.2 Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

### 2. WHO ARE WE?

- 2.1 The Trustees of BEC are the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

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### **3. HOW DO WE PROCESS YOUR PERSONAL DATA?**

- 3.1 The Trustee's and group leaders of BEC complies with their obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.
- 3.2 We use your personal data for the following purposes: -
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
  - To administer membership records (and regular attenders);
  - To fundraise and promote the interests of the charity;
  - To recruit, support and manage our staff and volunteers;
  - To maintain our own accounts and records (including the processing of gift aid applications);
  - To inform you of news, events, activities and services running at BEC;
  - To provide pastoral support for members and others connected with our church;
  - To safeguard children, young people and adults at risk;
  - To undertake research;
  - To maintain the security of property and premises;
  - To respond effectively to enquirers and handle any complaints.
- 3.3 This policy has been approved by the Church's Charity Trustees who are responsible for ensuring that we comply with all our legal obligations. It sets out the legal rules that apply whenever we obtain, store or use personal data.

### **4. WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?**

- 4.1 Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about church events.
- 4.2 Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- 4.3 Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: - the processing relates only to members or former members (or

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those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

## **5. SHARING YOUR PERSONAL DATA**

- 5.1 Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

## **6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

- 6.1 We will not keep personal data longer than is necessary for the purposes that it was collected for. We will comply with official guidance issued to our sector about retention period for specific records.

## **7. YOUR RIGHTS AND YOUR PERSONAL DATA**

- 7.1 Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -
- The right to request a copy of your personal data which BEC holds about you;
  - The right to request that BEC corrects any personal data if it is found to be inaccurate or out of date;
  - The right to request your personal data is erased where it is no longer necessary for the BEC to retain such data;
  - The right to withdraw your consent to the processing at any time
  - The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
  - The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
  - The right to object to the processing of personal data, (where applicable) [Only applies 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]
  - The right to lodge a complaint with the Information Commissioners Office.

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- We will use appropriate measures to keep personal data secure at all points of the processing. Keeping data secure includes protecting it from unauthorised or unlawful processing, or from accidental loss, destruction or damage.
  - For best practice, it is recommended that all e-mailing to groups of people in the Church, should normally be done as BCC.
  - We will implement security measures which provide a level of security which is appropriate to the risks involved in the processing.
  - To show how we comply with the law we will keep clear records of our processing activities and of the decisions we make concerning personal data.

## **8. FURTHER PROCESSING**

- 8.1 If we wish to use your personal data for a new purpose, not covered by this Data Protection Policy, then we will provide you with a new policy 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.

## **9. CONTACT DETAILS**

- 9.1 To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Trustee / Group Leader at the Church Office.
- 9.2 You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

### **Schedule 1 – ICO Registration:**

**Data Controller:** BILTON EVANGELICAL CHURCH;

**Registration Number:** A8306530

**Date Registered:** 15/05/2018      **Registration Expires:** 14/05/2019

### **Address:**

14, Main Street, Bilton, Rugby, Warwickshire CV22 7NB.

