

WESTBOURNE PARK BAPTIST CHURCH POLICY	PRIVACY POLICY STATEMENT
POLICY NUMBER:	



Primary Responsibility:	Jem Sewell	Date(s) Policy Ratified	
Date Effective:	25 May 2018	Core Leaders:	01 May 2018
		Coordinators:	14 May 2018
Review Date:	May 2021	Members:	13 May 2018

Reason for Issue:	GDPR
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DISTRIBUTION

Original	Core Leader Minutes
Website	Yes

1. Background

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. It applies to all instances where we collect your personal data.

This privacy notice applies to personal information processed by Westbourne Park Baptist Church.

Changes to this privacy notice

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website www.wpbc.co

WPBC and our Data Protection Officer

We are Westbourne Park Baptist Church, Porchester Road, London, W2 5DX. We are a data controller of your personal data. Jem Sewell is our data protection officer (“DPO”). You can contact Jem via email jem@wpbc.co or by writing to the above address, marking it for the attention of the DPO.

2. What kinds of personal information about you do we process?

Personal information that we will hold for you, with your permission includes

- **Personal and contact details**, such as title, full name and contact details
- **Your date of birth, gender and/or age, and nationality,**

- **Family members** who live at your address, or details of your next of kin where you have asked us to hold this information
 - **Your spiritual journey** in terms of the date of your membership and baptism
 - **Brief details of pastoral conversations**, where this helps us to support you
 - **Disclosure and Barring Service (DBS) check information**, for all children's and youth workers and people working with adults at risk, as well as for Trustees
 - **Information about your health** you may have asked us to hold, such as allergies potentially requiring urgent treatment, diabetes or epilepsy. We will ask for this information for children attending our children's and youth work to ensure their safety during their sessions.
 - **Financial details about you**, such as your bank account details if you provide them to us in order to receive payments, and your tithing if you have signed a gift aid form.
 - **Information about your employment status**, if relevant
 - **Your residency and/or citizenship status**, if relevant, to an employed role within WPBC
 - **Your marital status and family** to enable us to support you as a family unit
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3. What is the source of your personal information?

We'll collect personal information from the following general sources:

- From you directly, for you and your children, where applicable
 - From previous employers or referees that you advise us of, for employment checks or applications to volunteer with children, young people or adults at risk
 - From other sources such as the Disclosure and Barring Service, processed via Due Diligence Checking Ltd and HMRC for employees
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4. What do we use your personal data for and who has access?

We use your personal data, including any of the personal data listed in section 1 above, for the following purposes:

- Contacting you with information about the church and church activities
- To recognise special events, such as birthdays
- To provide pastoral support to you and your family
- To monitor children and young people's attendance at events, as part of our check in / check out procedures, to ensure their safety and comply with our Excellence in Safeguarding Policy
- To facilitate church activities such as knowing who is attending which Fellowship or Small Group
- To process Gift Aid claims against tithes and offerings (including with HMRC)
- To process payroll and pensions for employed staff (including with the pension company)
- We may use your home address, phone numbers, email address and social media or digital channels (for example, Facebook, Google and message facilities in other platforms such as Whatsapp and MailChimp) to contact you. You can stop our contact at any time by contacting us using the details below or by following the instructions in the communication.
- We will store your data securely on iKnow Church software company database, who will also have access to your data

- Within WPBC full access to your data is only available to the Pastors. Specified access is given to Core Leaders, Coordinators, Fellowship Group Leaders and Small Group Leaders to facilitate them contacting you in the context of the ministry team you serve on, or group you attend
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5. What are the legal grounds for our processing of your personal information (including when we share it with others)?

We rely on the following legal bases to use your personal data:

1. **Where it is needed to provide you with our services**, such as:
 - a) Following up on enquiries about WPBC
 - b) Weekly information emails
 - c) Including you in Fellowship or Small Groups
 2. **Where it is in our legitimate interests to do so**, such as:
 - a) Ensuring our children's and youth work is compliant with our Excellence in Safeguarding Policy
 3. To comply with our **legal obligations**
 4. With your **consent or explicit consent**:
 - a) For holding your personal information
 - b) For some of our profiling
 - c) For some of our processing of special categories of personal data such as about your health, or Disclosure and Barring Service checks
 5. For a **public interest**, such as:
 - a) Processing of your special categories of personal data such as about your health, to support you or criminal records information (including alleged offences), to comply with our Excellence in Safeguarding Policy
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6. How and when can you withdraw your consent?

Where we are relying upon your consent to process personal data, you can withdraw this at any time by contacting us using the details below.

7. Is your personal information transferred outside the UK or the EEA?

In the event of participation in an overseas mission event, some of your personal information may be transferred as part of the planning process, in discussion with you

8. What should you do if your personal information changes?

You should tell us so that we can update our records using the details in the Contact Us section of our website. We'll then update your records on iKnow Church database. Alternatively you can update your changes via the iKnow Church app.

9. Do you have to provide your personal information to us?

We're unable to provide you with communication about the church and church activities if you do not provide certain information to us.

10. Do we do any monitoring involving processing of your personal information?

In this section monitoring means any: taking and keeping records (as the case may be) of calls, email, text messages, social media messages, in person (face to face) meetings and other communications. This will only be done for pastoral support, with your knowledge, or in the instance of a safeguarding concern in keeping with our Excellence in Safeguarding Policy.

11. For how long is your personal information retained by us?

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

For as long as we have a relationship with you through the church
Retention periods in line with legal and regulatory requirements or guidance for records, giving, gift aid, and attendance at children's and youth work sessions

12. What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are engaged or not. The right of data portability is only relevant from May 2018.

- The right **to be informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The right **to restrict processing** of your personal information
- The right **to have your personal information erased** (the "right to be forgotten")
- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** ("data portability")
- The right to **object** to certain purposes for processing, in particular to data processed for certain reasons based on our legitimate interests

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/>. You can contact us via jem@wpbc.co