



Cairns Road And Your Data

Privacy Notice



May 2018

PRIVACY NOTICE

This Privacy Notice explains what to expect when Cairns Road Baptist Church collects and uses your personal information. Please read it carefully. A full version of this notice is available at www.cairnsroad.org.

If you would like to learn more about our data protection and privacy policies please contact us at:

Address: Cairns Road Baptist Church
Cairns Road, Westbury Park
Bristol, BS6 7TH

Phone: 0117 942 5669

Email: office@cairnsroad.org

OUR COMMITMENT

Cairns Road Baptist Church promises to respect your privacy and ensure the personal information you entrust to us is processed in accordance with all relevant legislation and to communicate clearly with you about the information we store and process.

WHAT IS PERSONAL DATA?

Personal data is anything that allows a living individual to be identified, either alone or in conjunction with other information held. The processing of personal data is governed by the General Data Protection Regulations (the 'GDPR').

WHO ARE WE?

The trustees of Cairns Road Baptist Church ('CRBC') are the data controller of personal data held by CRBC, which means they decide how your personal data is processed and for what purposes.

They do this through different functions of CRBC, including the Minister and eldership, the church Administrator and leaders of different church ministries. They can be contacted using the contact details above.

HOW WE COLLECT PERSONAL DATA

CRBC collects personal information from you when you:

- join the church
- make a donation
- sign up for a church event, team or group
- join a church rota
- sign up for a newsletter

SENSITIVE PERSONAL DATA

The GDPR recognises some information as 'sensitive', including, but not limited to, information which reveals your religious beliefs, health issues, race or ethnic origin.

CRBC will always treat any sensitive personal data we process with the greatest care and in accordance with the GDPR.

THE PURPOSES OF USING YOUR DATA

CRBC will only hold data that either we are legally obliged to hold or that helps us fulfil our missional and charitable aims as a church. We are a membership organisation and good communication with our members is an essential part of functioning as a church.

CRBC keeps personal data up to date, stores and destroys it securely, protecting it from loss, misuse, unauthorised access and disclosure and

does not collect or retain excessive amounts of data.

The **purposes** for which CRBC uses your personal data include the following:

- Enable us to fulfil our vision as a church;
- to build a sense of family,
- to grow in our faith together
- to reach out to our community, city, nation and world in mission.
- Enable us to meet all legal and statutory obligations of CRBC
- Administer membership records
- Comply with and facilitate our comprehensive safeguarding procedures (see our safeguarding policy)
- Help you grow as a disciple and to minister to you and provide you with pastoral and spiritual care
- Facilitate communication within the church family including circulating a contact list
- Facilitate a network of small groups and volunteer teams
- Inform you of news, events, activities and services run or supported by CRBC or wider Christian ministries
- Process donations
- Reclaim Gift Aid , where applicable

THE BASIS FOR PROCESSING YOUR DATA

- Most of our data is processed because it is necessary for our legitimate interests to enable our charitable and missional aims e.g. maintaining membership records,

safeguarding our children, recording financial donations and operating volunteer teams and small groups.

- Some of our processing is necessary for carrying out legal obligations (e.g. with regards to Gift Aid or employment)
- We may also process data if it is necessary for the performance of a contract with you or to provide a direct service to you; e.g. if you buy tickets for a church event
- As a religious organisation we are permitted to process information about your religious beliefs to administer membership or contact details.
- Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use (see separate Consent Form).

HOW WE STORE PERSONAL DATA

Your personal data may be stored in hard copy, electronically or on cloud based tools (e.g. Google Drive).

We will take reasonable precautions to prevent the loss, misuse or alteration of any information you give us.

HOW WE SHARE PERSONAL DATA

We will only share your information in line with the above purposes. This might include sharing data with people on the church contact list or on tools that assist with church administration (e.g. Google Drive). We will not share your details with people outside the church without your permission.

HOW LONG WE KEEP DATA

CRBC will only keep your personal information for as long as it remains relevant and in accordance with statutory requirements. Further details can be found in our Retention Policy, available on our website or through the church office.

YOUR RIGHTS AND YOUR DATA

Unless an exemption under the GDPR applies, you have the following rights with respect to your personal data:

- The right to have access to or request a copy of your personal data which CRBC holds about you
- The right to request that CRBC corrects any personal data if it is found to be inaccurate or out of date
- The right to object to how your personal data is processed;
- The right to request the restriction of the processing of your personal

information e.g. if you want us to establish its accuracy, the reason and basis for processing it or if it is no longer required by CRBC.

- The right to request your personal data is erased where it is no longer necessary for CRBC to retain such data;
- The right to withdraw your consent to the processing at any time, (without affecting personal data processed before this point).

REPORTING CONCERNS

If you wish to raise a concern about CRBC's handling of your personal information please contact us using the contact details included in this leaflet.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or www.ico.org.uk) about how we manage your data.

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Tel: 0117 942 5669



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