



BROADMEAD BAPTIST CHURCH

BROADMEAD BAPTIST CHURCH NORTHAMPTON PRIVACY POLICIES MAY 2018

This document gives you copies of all of our Privacy Policies.

PRIVACY POLICY - Adult

Privacy Notice to include on a form for collecting information from church members or those interested in the church activities

The General Data Protection Regulation, known as GDPR, is a really positive step towards you having more control over how your data is used and how you're contacted. The changes will also help to better protect your personal data.

Under the new Data Protection legislation the church Charity Trustees of Broadmead Baptist Church Northampton are the Data Controller and the church Office Manager acts as our Data Protection Lead.

We are collecting this information to enable the church to keep in touch with you about all aspects of church life and events and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

Your name and contact details will be entered into our church database "Churchsuite", which is held and processed by an external processor "Churchapp Ltd" which is password protected and edited only by the Pastors, Leaders and Church Administrators, or yourself through web or mobile applications. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our "church friends". We will keep some limited personal information indefinitely for historical record and legal purposes.

Your name and contact details in our Church Database which will be available to all other Broadmead Churchsuite users as appropriate and according to the details that you have nominated to display to others. We will not allow access to the Church Database to anyone else. If you are happy for your details to be included please indicate where asked to do so below. You can ask for your details to be removed at any time.

To enable us to provide adequate pastoral support to you and your family, one of the Pastors/Pastoral Leaders may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computer but the password will only be known by the Pastors/Pastoral Leaders. This information will NOT be disclosed to anyone else without your consent.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the church Office Manager. You also have the right to ask for information which you believe to be incorrect to be rectified.

You can also withdraw any part of your consent at any time through using Churchsuite or by contacting the church office.

If you are concerned about the way your information is being handled please speak to our Data Protection Lead, the church Office Manager. If you are still unhappy you have the right to complain to the Information Commissioners Office. The full Broadmead Data Protection Policy can be found on our website if you would like to refer to it.

PRIVACY POLICY - Youth & Children's Activities

Privacy Notice to include on a form for collecting information about children attending Sunday groups, a Holiday Club or other young people/children activities

Under Data Protection legislation the church Charity Trustees of Broadmead Baptist Church Northampton are the Data Controller and the church Office Manager acts as our Data Protection Lead.

We are collecting this information to enable the church to run various young people and children's activities (e.g. our Sunday groups, Storylines or Holiday Club) safely and ensure we can contact you as a parent/guardian (or other nominated adult) in case of an emergency. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your child at our young people and children's activities.

The information you supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church office, on password protected church computers and on our church database, 'Church Suite' which is held and processed by an external processor "Churchapp Ltd". Only the Pastors, Church Administrators, safeguarding co-ordinators and children's and young people's leaders will have access to this information.

We will remove your young person or child's details from the above once they are no longer attending the activity unless you have ticked the box asking us to keep you informed about future activities we think your child might be interested in attending. If this is the case we will retain your details for the sole purpose of notifying you of such events. We will NOT pass on this information to anyone else. You have the right to ask to be removed from this circulation list at any time. We will keep some limited personal information indefinitely for historical record or legal purposes.

If you are concerned about the way your or your child's information is being handled please speak to our Data Protection Lead, the church Office Manager. If you are still unhappy you have the right to complain to the Information Commissioners Office.

PRIVACY NOTICE - To use when collecting information via the Broadmead website

Under Data Protection legislation the church Charity Trustees of Broadmead Baptist Church Northampton are the Data Controller and can be contacted by ringing 01604 721144 or emailing admin@broadmead.org.uk

If you complete this 'Contact Us' form or email us we will only retain your name and details for as long as is necessary for us to deal with your enquiry. We will NOT pass on your details to anyone other than the person (or people) in our church who are best able to deal with your enquiry.

If you are concerned about the way your information is being handled please speak to our Data Protection Lead in the church office on the above telephone number. If you are still unhappy you have the right to complain to the Information Commissioners Office.

PRIVACY NOTICE - Employee Data

Privacy Notice to include on a form requesting details from a new (or potential) employee

Under Data Protection legislation the church Charity Trustees of Broadmead Baptist Church Northampton are the Data Controller and the church Office Manager acts as our Data Protection Lead.

We are collecting 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.

The information you supply in this form will be

- Held on the church office computer which is password protected and in secure paper files that are accessed only by the Pastors, Church Secretary and Church Administrators.
- Destroyed after six months where you have been unsuccessful at securing a role at the church

We will be undertaking performance appraisals as part of your employment and copies of the reports from these (along with all documents supplied as part of your application) will be kept in a password protected section of our church computer which can only be accessed by the Lead Pastor as/and your Line Manager. If appropriate, information from these documents may be shared with other charity Trustees but will NOT be shared with anyone else without your consent.

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the church Office Manager. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our Data Protection Lead. If you are still unhappy you have the right to complain to the Information Commissioners Office.