

PRIVACY POLICY

It's important that you read the full policy to understand **what information we hold, how we may use it, and what your rights are** - but if you don't have time to read it all now, here's a quick summary:

- We collect information that is **personal data**. Personal data is information that can be used to help identify an individual, such as name, address, phone number, email address, IP addresses or website pages accessed.
- We collect information about everyone who engages with Bottesford Baptist Church. This could be members, those who participate in our events, volunteers or employees.
- We collect information to provide services, to provide information, to resource our activities and fulfil our charitable objectives and for administration. This information may also be used for the prevention or detection of crime.
- We only collect the information that we need or that you agree we can collect.
- We do our best to keep personal information secure wherever we collect personal data online.
- We never sell your data and we will never share it with another company or charity for their own purposes.
- We only share data where we are required by law.
- Our websites use cookies. For more information, please check our cookies policy on the website.

These are the key points of the privacy policy. You will find the policy in full below, so you've got all the details you need.

This policy applies to the website we operate, our use of emails and postal mailings for marketing purposes, and any other methods we use for collecting information. **It covers what we collect and why, what we do with the information, what we won't do with the information, and what rights you have.**

Who are we?

Bottesford Baptist Church is passionate about making a difference through the Christian faith, transforming lives and communities through our creative programmes and resources.

Bottesford Baptist Church is registered with the Information Commissioner's Office (ICO) as a data controller, registration number ZA346075. You can find out more on the ICO website (www.ico.org.uk)

Bottesford Baptist Church address is: Chancel Road, Bottesford, Scunthorpe, North Lincolnshire DN16 3LD.

For further information about our privacy policy and data protection, please contact us by:

- emailing admin@bottesfordbaptistchurch.com
- writing to our Data Protection trustee at the above address
- calling us on 01724 847134

What information do we collect? Where do we collect it from?

We will only ever collect the information we need - including data to help improve our services – or which you agree we can collect.

Personal data is any information that can be used to identify you. For example, it can include information such as your name, email address, postal address, telephone number, mobile telephone number, bank account details, credit/debit card details, and whether you are a taxpayer so that we can claim Gift Aid on any donations you may make. It also includes Internet Protocol (IP) addresses (the location of the computer on the internet), details of pages visited on our websites and files downloaded.

We collect information in the following ways:

Information that you give us directly

We collect this information in connection with specific activities, for example, when you use our websites or printed forms or telephone our offices to:

- make a donation to us
- register for an event
- engage with our social media
- sign up for our notice sheets
- or otherwise provide us with personal information.

Please note: You don't have to disclose any of this information to browse our websites. However, if you choose to withhold requested information, we may not be able to provide you with certain services.

Information that we collect from your use of our websites

Website usage information is collected using **cookies**. This helps us to see how many people use our websites, how many people visit on a regular basis, and how popular individual pages are. Cookies are also essential to our websites running correctly and delivering goods and services to users. For more information, please see our cookies policy on the website.

Sensitive/special categories of data

Data Protection law recognises that certain categories of personal information are more sensitive. This is known as **sensitive personal data** or **special categories** of data and covers **health information, race and ethnicity, religious or philosophical beliefs** and **political opinions** amongst other things.

We do not collect sensitive personal information about you unless there is a clear reason for doing so, such as during a pastoral appointment or involvement in an event where we need this information to ensure safeguarding, to carry out appropriate checks on volunteers, or care for participants. For some events we will collect health information so that leaders on our events have the relevant information to care for participants.

When we collect this information, we will make it clear to you what we are collecting and why and what are our legitimate interests or other legal grounds for processing this information.

Under 16s

If you are aged 16 or under and would like to participate in an event, or get involved with us, please make sure that you have your parent or guardian's permission as they will have to give their consent by signing the form providing your personal data.

When we collect information about a child or young person, we will make it clear why we are collecting this information and how it will be used.

How do we use personal data?

We may use the personal data that you provide in the following ways:

- to process any donation(s) we may receive from you, to claim Gift Aid on these donations
- to process event bookings
- to provide you with information that you have requested about our work or our activities
- to provide you with information about other events or programmes we offer that are similar to those you have already enquired about and to which you have not objected to receiving
- to communicate with members and visitors
- to record the contact that we have with you
- for administration purposes, e.g. we may contact you about a donation you have made or event you have expressed an interest in or registered for
- for internal record keeping, such as the management of feedback or complaints
- to notify you about changes to our services
- to analyse the use of our websites and ensure their content is presented in the most effective manner for you and your device (see also our cookies policy)

You can choose at any time which marketing materials you want to receive from Bottesford Baptist Church and in which format. If there is something you would prefer not to receive, please email admin@bottesfordbaptistchurch.com or write to our Data Protection trustee at: **Bottesford Baptist Church, Chancel Road, Bottesford, Scunthorpe, North Lincolnshire, DN16 3LD**

Bottesford Baptist Church's website and cookies

Like many organisations, we use cookies to help us make our websites – and the way you use them – work better and to track information about how people are using them. For more information, see our cookies policy.

Google Analytics

We use Google Analytics to collect information about how our websites are used. These help us to know how often users visit our websites, what pages they visit when they do so, and how they use our content online.

Links to other websites

Our website contains links to other websites belonging to third parties and we sometimes choose to participate in social networking websites including, but not limited to, YouTube and Facebook. We use MediaFire to host our podcasts of church services.

We may also include content from websites such as these on our website. However, we do not have any control over the privacy practices of these other websites. You should make sure when you leave our website that you have read and understood the other website's privacy policy in addition to our own.

Do we sell or share personal information?

We never sell or share your personal information with other organisations to use for their own purposes.

Sensitive/special categories of data

If you provide us with sensitive/special categories of personal data including, but not limited to, your racial or ethnic origin, political opinions, religious or philosophical beliefs or your physical or mental health, we will only use this for the specific purpose for which you gave permission and where it is within our legitimate interests to process or where we have other legal grounds to do so.

What is our legal basis for processing data?

We rely on a variety of legal bases for processing data depending on the purpose of the activity being undertaken.

We rely on **legitimate interests** for a variety of purposes. Legitimate interest is about balancing the interests of Bottesford Baptist Church against your rights and freedoms, and having due regard to your reasonable expectations about the use of your data. These purposes include:

- mailing you information about related events that you might be interested in.

We use your **consent** for all the email newsletters delivered by any of the activities run by Bottesford Baptist Church. Every email newsletter you receive provides a clear opportunity for you to opt out of/unsubscribe from future email newsletters.

We use **compliance with a legal obligation** as the basis for processing any legally required activities such as Gift Aid returns to HMRC.

Who has access to your personal information for processing data and how do we keep it safe?

We maintain a high level of security in relation to the collection, storage and disclosure of your information. This is very important to us and we take all necessary steps to ensure that any information we hold about you is safe.

Storing your information

We place great importance on the security of all personal data associated with our members and visitors.

Information is stored by Bottesford Baptist Church on encrypted laptops and/or encrypted memory sticks. We may also store information on paper, kept in a locked filing cabinet.

We have security measures in place to attempt to protect against the loss, misuse and alteration of personal data under our control. For example, only authorised personnel are able to access personal information, we ensure access to information is password protected or secured via locked filing cabinets.

While we cannot ensure or guarantee that loss, misuse or alteration of data will not occur while it is under our control, we use our best efforts to try to prevent this.

Any sensitive or special categories of data you may provide to us are only shared on an absolute need to know basis, and are deleted after each relevant event unless we need to keep that information for a longer period e.g. for safeguarding reasons.

We enforce strict procedures and security features to protect your information and prevent unauthorised access, although we cannot completely guarantee the security of any information you transmit to us.

Sharing your information

Bottesford Baptist Church does not sell or share any information about you to other organisations.

Bottesford Baptist Church may disclose your personal information only in the following circumstances:

- To third parties who provide a service to us and are our data processors. We employ other companies and individuals to perform functions on our behalf. We require these third parties to comply strictly with our instructions and data protection laws and will make sure that appropriate controls are in place.
- Where we are under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies), or in order to enforce or apply our rights (including in relation to our website or other applicable terms and conditions) or to protect Bottesford Baptist Church (for example in cases of suspected fraud or defamation).

How long do we keep your data for?

- We will hold your personal information on our systems for as long as is needed to fulfil the function for which we hold the data or as long as is required by law for the relevant activity. For example, HMRC requires us to keep a record of donations, Gift Aid and financial transactions for seven years.
- If you request that we stop sending you marketing information, we will keep a record of your contact details and appropriate information to enable us to comply with your request not to be contacted by us.
- Legacy income: we may keep data you provide to us until 24 months after a legacy gift is received.
- Where your information is no longer required we will ensure that it is disposed of in a secure manner.
- Information will only be kept as long as is necessary for the purposes for which you provided it or we obtained it and will be minimised to ensure we only keep what is necessary.

What are your rights?

We'd like to keep all who engage with Bottesford Baptist Church up to date with our progress. So, to update you on what we're doing, we'd like to keep in touch with you (by post, phone, email, text and other electronic means) about our progress and how you can continue to help us.

We will not use your information for marketing purposes if you have asked us not to or we do not have your permission to use it for these purposes. (In certain circumstances we must obtain your permission before we contact you for marketing purposes.) However, we will retain your basic details on a suppression list to help ensure that we do not continue to contact you.

If you are registered to receive one of our email newsletters, every email communication provides a clear opportunity for you to opt out of/unsubscribe from future email communications.

The Data Protection Act and the upcoming General Data Protection Regulation give you certain rights over your data and how we use it. You have the right to:

- request a copy of the information we hold about you and details of what we do with that information (known as a **subject access request**)
- update or amend the information we hold about you if it is wrong
- change your communication preferences at any time
- withdraw your consent to use of your personal information where we are relying on consent as the legal ground for processing it
- ask us to remove your personal information from our records
- ask us to restrict the processing of your personal information
- object to the processing of your information for marketing purposes
- raise a concern or complaint about the way in which your information is being used

If you wish to exercise any of these rights, please contact our Data Protection trustee in writing at Bottesford Baptist Church Chancel Road, Bottesford, Scunthorpe, North Lincolnshire, DN16 3LD or by emailing admin@bottesfordbaptistchurch.com.

If we are not sure who you are, we may ask for reasonable proof of your identity before providing you with information or carrying out any of the above actions.

Complaints, compliments or comments

If you are unhappy with our work or something that we have done or failed to do, we want to know about it. We also welcome your views on what we do well. Your comments enable us as an organisation to learn and continuously improve our services.

If you wish to raise a data protection concern or complaint with a supervisory body, you can address a complaint to the Information Commissioner's Office. For more information, visit www.ico.org.uk

Changes to the Privacy Policy

We keep this policy under regular review. If we make any significant changes in the way we treat your personal information, we will make this clear on our websites or by contacting you directly.

This policy is correct as of 28/10/2018