

FIVEHEAD BAPTIST CHURCH

DATA PROTECTION POLICY SUMMARY STATEMENT

Fivehead Baptist Church is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled. Our Data Protection Policy explains our responsibilities and how we will meet them.

This is a simplified summary statement about how the Data Protection Act (due to come into force on May 25th 2018) affects the members, leaders and contacts of Fivehead Baptist Church.

The law defines **Personal Data** as any information held about a person (**Data Subject**)

Fivehead Baptist Church is committed to protecting personal data and respecting the rights of our **data subjects**; the people whose **personal data** we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice.

We process personal data to help us:

- a) maintain our list of church members [and regular attenders];
- b) provide pastoral support for members and others connected with our church;
- c) provide services to the community including Toddler Group, The Stable Café etc;
- d) safeguard children, young people and adults at risk;
- e) recruit, support and manage staff and volunteers;
- f) maintain our accounts and records;
- g) promote our services and activities;
- h) respond effectively to enquirers and handle any complaints

The 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.

Why this policy is important

We are committed to protecting personal data from being misused, getting into the wrong hands as a result of poor security or being shared carelessly, or being inaccurate, as we are aware that people can be upset or harmed if any of these things happen.

This policy sets out the measures we are committed to taking as an organisation and, what each of us will do to ensure we comply with the relevant legislation.

In particular, we will make sure that all personal data is:

- a) processed **lawfully, fairly and in a transparent manner**;
- b) processed for **specified, explicit and legitimate purposes** and not in a manner that is incompatible with those purposes;
- c) **adequate, relevant and limited to what is necessary** for the purposes for which it is being processed;
- d) **accurate** and, where necessary, up to date;

- e) **not kept longer than necessary** for the purposes for which it is being processed;
- f) processed in a **secure** manner, by using appropriate technical and organisational means;
- g) processed in keeping with the **rights of data subjects** regarding their personal data.

Our **Church Secretary** acts as our **Data Protection Officer** and is responsible for advising Fivehead Baptist Church and its staff and members about their legal obligations under data protection law. Any questions about this policy or any concerns that the policy has not been followed should be referred to them at office@fiveheadbaptist.co.uk.

What information does the church hold?

The Trustees hold a database of names, addresses, contact phone numbers and email addresses of Church Members, attenders and others who are in contact with the church, or involved in one of the church's activities. A Directory of members and attenders is published annually for use solely within the church fellowship. The consent of all members and attenders has been sought for holding and using this information for church purposes.

Birthdays of members and attenders for celebrating weekly in services.

Relevant sensitive financial data is held by the Treasurer for processing giving and Gift Aid applications.

Photographs of people involved in church activities.

How is this information held?

The database is kept electronically as a secure, password-protected Excel file. Only Church Officers have access to this file. Paper copies are kept in secure locked cabinets.

Photographs are stored electronically on a password-protected computer.

The Treasurer uses a separate password-protected computer for processing financial data.

What are my rights?

You have the right to request to see any personal data the church holds about you and to ask to have any inaccurate personal data changed or removed.

You have the right to withdraw consent for the church to hold or process information, or to unsubscribe from any communications.

You should contact the Data Protection Officer regarding any matter of personal data.

The church will only share personal data with other organisations or people when we have a legal basis to do so and if we have informed the data subject about the possibility of the data being shared (in a privacy notice), unless legal exemptions apply to informing data subjects about the sharing. Only authorised and properly instructed [staff/Trustees] are allowed to share personal data.

Breaches of the Data Protection Policy

In the event of a suspected breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the Information Commissioner's Office (www.ico.org.uk)