Melton Mowbray BC

Registered No: 1203133

Data Privacy Notice

Issue 2 (March 2024)

Melton Mowbray Baptist Church (MMBC) uses the personal details of members and friends to help distribute and share information about the church and what we do.

We store this information and process it in electronic and paper form and draw upon it for administration and communication purposes.

We are required by law to obtain your consent to use your details, otherwise known as Personal Data, and to tell you what we do with it and how we protect it. This notice helps explain our policy, what your rights are and what you can expect of us.

Terms used in this notice:

GDPR **-** *General Data Protection Regulation. The new regulation that ensures we protect your personal data.*

Data Controller **-** *The person or group who determines the purposes for which your data is processed and the manner in which it is processed.*

Data Processor **-** *Any person who processes your personal data on behalf of the Data Controller.*

Data Subject **-** *The living identifiable individual who is the subject of personal data – you.*

Your personal data – what is it?

Your name and address are examples of personal data—in fact anything that can identify you, even your email address and phone number. This personal data belongs to you and organisations like ours now need your permission to store and use it (control and process it). We have to tell you how we do this and give you the option to withdraw your permission for us to use it in this way. Legally, Personal Data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into its possession. The processing of Personal Data is governed by the GDPR.

Who are we?

The MMBC Trustees' team is the Data Controller. This means the team decides how your personal data is processed, for what purposes and therefore is responsible for its use.

How do we process your personal data?

The MMBC Trustees' team complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect your personal data.

We use your personal data for the following purposes:

- To administer membership records
- To manage our church employees and event volunteers
- To maintain our own financial accounts and records (including the processing of gift aid applications)
- To share requests for prayer among our membership
- To assist in the organisation and running of church groups such as our house groups and youth group
- To inform you, through online electronic means, of news, events, activities and services that are organised and run by Melton Mowbray Baptist Church

What church information may contain your personal data?

Your details may appear in our printed material available to other members and regular worshippers such as minutes of meetings, the church directory and circulated emails.

Sharing your personal data

Your personal data will be handled confidentially. However, it may be shared with other members and regular worshippers of the church in order to carry out a church administrative function or for other purposes connected with the church. On occasions it may also be necessary for us to communicate with external agencies and provide some personal data. For example—the BUGB, the EMBA, on DBS applications, and to HMRC for gift aid purposes.

How long do we keep your personal data?

We do not keep data for any longer than it is necessary. It may continue to appear in printed material until such time as it is updated, replaced or deleted. We retain gift aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate.

What is the legal basis for processing your personal data?

- Explicit consent from you, the Data Subject, is required so that we can keep you informed about worship opportunities, news, activities and services and process your gift aid donations and keep you informed about other church related events
- Processing is necessary for carrying out our obligations under employment, social security or social protection law, or a collective agreement
- As a not-for-profit religious body, we may process data provided that:
  - ◊ The processing relates only to members or former members (or those who have regular contact with it in connection with those purposes)
    and
  - ◊ There is no disclosure to a third party without consent.

Your rights and your personal data

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

- The right to request a copy of your personal data which the MMBC Trustees' team holds about you
- The right to request that the MMBC Trustees' team corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the MMBC Trustees' team to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the Data Controller provide the Data Subject with his/her personal data and allow him/her to store or transmit that data directly to another Data Controller (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office:

Tel:	0303 123 1113
Contact online:	https://ico.org.uk/global/contact-us/contact-us-public/
Address:	Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Matters of Safeguarding

We take matters of safeguarding our children and 'adults at risk' very seriously and we have regulatory obligations to cooperate with external law enforcement, local and central government agencies should it be necessary. In such circumstances sharing personal data will take priority over data protection.

Online presence

The church maintains its own website and publishes it's own web pages. Cookies are used online to make the site more usable by enabling basic functions like page navigation. Users may change their cookie consent preferences at any time.

The church employs computer based software and an online application to manage Personal Data. This data is accessible online by members through personal accounts via secure passwords. Personal Data amendments in those accounts may be made by the individual to whom the account relates and by the Church Administrator. The Personal Data of others is also visible to users who log into their own account.

Personal data is also used to circulate church emails relating to news and events.

Church Wi-Fi provision

The church provides wi-fi access building users and separate usage agreements exist for its use. Therefore this Privacy Notice must be read in conjunction with the church Internet Usage and IT Policies.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact details

To exercise all relevant rights, queries of complaints in the first instance please contact the MMBC Administrator:

Tel:	01664 480 786
Email:	office@mmbc.org.uk
Address:	Melton Mowbray Baptist Church, Leicester Road Melton Mowbray, LE13 0FA

Providing consent

We need your express permission to use your personal data. If you would like any of these points explained further or want to ask us any questions, please talk to one of the MMBC Trustees' team . If you are happy with this notice and information contained within it, we invite you to complete the Consent Form which accompanies this notice.