

DATA PRIVACY NOTICE

Esher Green Baptist Church

1. Your personal data – what is it?

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 such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Trustees of Esher Green Baptist Church are the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

3. What information we collect

Esher Green Baptist Church 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 personal data.

a) Directly from us

We collect personal information each time you deal with us, for example when you provide your contact details in writing to church staff or volunteers; request information; sign up for an event; make a donation; or otherwise provide your personal details.

b) From website interaction with us

We collect non-personal data such as IP addresses, details of pages visited and files downloaded. Website usage information is collected using cookies, see the section on cookies below.

c) Sensitive data

Where you provide the information, we may collect sensitive personal data, including, but not limited to, your religious beliefs, or your physical or mental health.

4. How do we process your personal data?

We use your personal data for the following purposes: -

- To inform you of news, events, activities and services running at EGBC;
- To enable us to provide a voluntary service for the benefit of the public;
- To provide pastoral care to our attendees;
- To administer attendance/membership records;
- To provide an interactive website where email is used to communicate with users;
- To raise funds and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications);

5. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services, produce a printed church directory of members and attendees; process your gift aid donations.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - 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.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church.

We use a third party provider, ChurchSuite to manage and maintain your personal data and email you news of services and events. Attendees of Esher Green Baptist Church will also receive a login to ChurchSuite where they can view and update the personal information we hold about them. All email newsletters can be unsubscribed from at any time from the link at the bottom of the email. For more information on ChurchSuite privacy policy see <https://churchsuite.com/privacy-policy>.

For donations, unless you give cash (and don't use a Gift Aid envelope), we will store records of your transaction in order to comply with financial regulations. Your information will be processed by our Bank Barclays and by our third party provider Charity Accounting Services who process all our accounting.

Additionally, if you give via text message or debit/credit card then your details will be processed by Just Giving or BT myDonate (see their privacy notices for more information).

8. How long do we keep your personal data?

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. We will contact you periodically to check that the information we are holding is accurate and that you agree to us holding it. Specifically, we gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and marriage registers permanently.

9. Cookies

a. What are cookies?

A cookie is a small amount of data that is sent to your browser and stored on your computer's hard drive. Our website makes use of cookies to collect information about our visitors through Google Analytics. Information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website.

b. How we use them on our website

To enjoy our website to the full, we recommend that you leave cookies turned on. The cookie data that we collect we may use to customise the content on our website and to help to understand visitor's current and future needs.

c. Managing cookies

Most browsers allow you to turn off the cookie function. To do this you can look at the help function on your browser.

d. Third party cookies

We use third party suppliers such as Google Analytics and these providers may use cookies. For more information about how Google Analytics uses your data see their website. To opt-out of Google Analytics you can install their browser add-on.

10. 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 Esher Green Baptist Church holds about you;
- The right to request that Esher Green Baptist Church 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 Esher Green Baptist Church to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioners Office.

11. 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.

12. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Officer, Esher Green Baptist Church, 6 Park Road, Esher, KT10 8NP. Telephone 01372 468255, Email: privacy@esherchurch.org.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.