



BASINGSTOKE COMMUNITY CHURCHES PRIVACY POLICY 29 April 2018

Introduction

Basingstoke Community Churches (“BCC”) is a “data controller”. This means that if you attend one of our churches, or use this website, we may collect and process your personal data. This policy sets out how we look after any personal data that we hold and tells you about your privacy rights and how the law protects you.

Contact

Karen Gross is our data privacy manager and is responsible for overseeing questions in relation to this privacy policy. If you have any questions about this privacy policy, including any requests to exercise your legal rights as set out below, please contact Karen via email at kareng@bccnet.org.uk.

What personal information do we hold?

Personal information means any information about an individual from which that person can be identified. We may collect, use, store and transfer different kinds of personal data about you including your name, marital status, date of birth, gender and contact details such as your postal address, e-mail address and telephone number. If you donate any money to BCC we may also store your bank account or payment details.

How do we use your personal data?

We will only use your personal data when the law allows us to. This will normally only be where it is necessary to use the data for the running of our churches (this is called our “legitimate interest”). Examples of this might include:

- To maintain records of church membership;
- To keep you updated with news, events and details of services; and
- To maintain records of giving.

From time to time we may explicitly ask for your consent to use your data and you can withdraw your consent to us holding your data at any time. We will also use your data when we need to do so to comply with a legal or regulatory obligation.

If you fail to provide personal data

You do not have to provide any personal data to us. Where we need to collect personal data by law or in connection with running our churches and you choose not to provide that data your involvement with BCC may be limited.

Who do we share your personal data with?

All data is managed centrally, by BCC and not by the individual churches in the BCC family. This means that if you provide personal data to your local church it will be shared across BCC.

Occasionally we may have to share your personal data with external organisations, such as our professional advisors, (our lawyers, accountants and bankers), and government bodies such as HMRC. We may also share your personal data with third party service providers (such as IT administrators and data analysts). We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

We will not share your personal data with any other third party without first seeking your express consent and we will not transfer your personal data outside the European Economic Area (EEA).

How long will we use your personal data for?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

This means that we will generally retain your personal data for as long as you are a church member but will delete your data if you stop attending our churches (unless you ask us to retain your contact details). We are also required to keep records of all giving for at least 6 years, whether you attend one of our churches or not.

Your rights

You have various rights in relation to the personal data that we process. These include the right to:

- Request to receive a copy of the personal data we hold about you;
- Request correction of incomplete or inaccurate data we hold about you;
- Request that we delete or remove your personal data where there is no good reason for us continuing to process it; and
- Withdraw any consent you have given to us to process your personal data.

In certain circumstances, you also have the right to:

- Object to processing of your personal data;
- Request restriction of processing of your personal data; and
- Request the transfer of your personal data to you or to a third party.

If you wish to exercise any of these rights, or if you would like more information on any of them, please contact us.

Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes while you remain a church member.

Complaints

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance if you are unhappy with how we have dealt with your data.

Changes to the Privacy Policy

This version was last updated on 29 April 2018 and historic versions can be obtained by contacting us.