

Quorn Baptist Church Privacy Statement

Quorn Baptist Church (QBC) is committed to protecting personal data and respecting the rights of our members, congregation and visitors; 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.

Our data controller is Tim Hills. If you have any questions or problems regarding how QBC uses your personal data please contact him at datacontroller.qbc@gmail.com or contact the QBC Church Secretary at churchsec.qbc@gmail.com or by calling the office on 01509 621106.

What personal data is held and why?

QBC holds the following personal data for the reasons given:

Members and regular attenders: Contact Details for:

- a) Pastoral (telephoning, emailing and visiting etc.),
- b) Administrative (distributing rotas and information related to events and activities within or directly connected with QBC, managing giving and Gift Aid etc.), and
- c) Safeguarding purposes.

Employees: Contact details, bank account details, HMRC data etc. – for communication & administration.

Parents of children attending activities: Contact details for health & safety (e.g. health-related information about children); communication & administration.

Non-members attending an event: Contact Details only for running of that event.

Other people: (e.g. suppliers, expense claimants, use of building forms etc.): any or all of: Contact details, bank account, etc. - for communication and administration.

QBC Directory

QBC also distributes a paper copy list of members and regular attenders. Only those who give consent for their details to be included on the list, will be on the list; and the list will only be given to those on the list. Those who receive the list will be asked to keep the list secure and not disclose it to others. However, QBC has no jurisdiction over this list and cannot guarantee it will be kept secure.

How will the data be used?

Personal data of employees, members, regular attenders, suppliers or other contacts will only be used for the purposes as listed above. No data will be passed on to others for any other purposes.

What is the 'legal basis' for processing data?

QBC may hold personal data under any combination of the following legal basis:

- a) the processing is **necessary for a contract** with the data subject, e.g. employment contracts or when entering into contracts with suppliers;
- b) the processing is **necessary for us to comply with a legal obligation**;
- c) the processing is **necessary for legitimate interests** pursued by QBC, unless these are overridden by the interests, rights and freedoms of the data subject.

- d) If none of the other legal conditions apply, the processing will only be lawful if the data subject has given their clear **consent**.

The right to access and update personal data

(Parents please note you also have these rights over the data of your children if they are under 16).

Anyone whose personal data (the 'data subject') is held by QBC has the right to know that their data is being processed and to know what data is held about them. Requests must be confirmed in writing. QBC will endeavour to respond to the request as quickly as possible, and at the latest within one month of receipt. You have the right to update and correct any data we hold on you. To do so, please contact us.

The right to obtain erasure personal of data

The 'data subject' also has the right to obtain the erasure of personal data where:

- a) the personal data is no longer required for the purposes for which they were collected, or
- b) consent is withdrawn and there is no other ground for processing, or
- c) the original reason was 'legitimate interest' and the data subject requests erasure.

How long will your data be kept by us?

If you are a member and decide to leave QBC we will delete your personal information within six months of you leaving (except where it relates to Safeguarding), but if you want it deleted sooner then do get in touch. You can view the full QBC Data Retention Schedule [here](#).

Data Security

We will use appropriate measures to keep personal data secure at all points of the processing. Keeping data secure includes protecting it from unauthorised or unlawful processing, or from accidental loss, destruction or damage. Note that QBC cannot guarantee the security of the data of those members who consent for their details to be included in the QBC Directory. The list will only be given to those whose names are included on it.

Data Breach

A 'personal data breach' is broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. If a potential personal data breach is detected it will be investigated and reported. Note that if data in the QBC Directory is passed on to others, it does not constitute a 'data breach'.

If a 'data breach' occurs, QBC will establish if the risk to individual's rights and freedoms is likely and severe (see www.ico.org.uk – Personal Data Breaches for more information). If the risk is deemed to be likely and severe then the ICO will be notified within 72hrs. If not, the justification for not reporting it will be documented.

Complaints

You have the right to lodge a complaint with the Information Commissioner's Office if you think we've done something wrong with your personal data.

You can view QBC's full set of Data Protection Arrangements [here](#).