

MOORTOWN BAPTIST CHURCH

PRIVACY NOTICE FOR CHURCH MEMBERS AND ATTENDEES

Data Protection legislation requires us to provide a “privacy notice” to all people whose data we hold.

Why do we need to hold information? We hold your data to enable the church to keep in touch with you, maintain our church membership list and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church’s “legitimate interest”.

What data do we hold? We hold your name, address and contact details such as email address, phone number and mobile phone number. To enable us to provide adequate pastoral support to you and your family, our Ministers may record information which may be regarded as sensitive. We are also required to hold records of gift aid contributions for a legally defined period.

Your contact details will be removed from the database once you are no longer a member or attending the church – unless you ask to remain as one of our “church friends”. We will do this as soon as a reasonably practicable and certainly within one year of us becoming aware of this.

If notes of a sensitive pastoral conversation are to be made, your explicit consent will be sought at that time. Any sensitive information recorded to facilitate continuity will only be retained for the duration of the pastoral support and follow up required. Should sensitive information fall within safeguarding guidelines it may be shared with relevant statutory bodies if required and will be retained in line with any regulatory or statutory requirements.

How do we keep your information secure? We hold data on the church’s computer systems which are encrypted and accessed only by the Ministers, Deacons, Church Administrator and other authorised persons on a “need to know” basis. Any paper records containing person identifiable information are kept in locked cupboards and offices. This information will NOT be disclosed to anyone else without your consent.

We would like to include your name and contact details in our Church Directory which is available to all church members and regular attendees in a restricted access area of the church website as well being made available in hard copy form on request. We will not give copies of the Church Directory to anyone else. If you are happy for your details to be included please complete the attached form. You can ask for them to be removed at any time.

Legal Issues Under Data Protection legislation the church Charity Trustees of Moortown Baptist Church (the Ministers and Deacons) are the “Data Controller”. One of the deacons (Susie Newhall) is nominated as the lead on data protection issues and a church member (Howard Dews) is nominated as Data Protection Officer.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a ‘Subject Access Request’ in writing to the Church Administrator. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you have any questions about data protection in the church or are concerned about the way your information is being handled please speak to our Data Protection Officer or lead Deacon for Data Protection. If you are still unhappy, you have the right to complain to the Information Commissioners Office. You can access the church’s Data Protection Policy via the church website or on request from the church office.

Photographs Quite often we take photographs which we then publish on the MBC website and on Social Media. However, if for any reason you or anyone in your family would rather not appear in any of these posts would you please let us know by emailing us at photos@moortownbaptistchurch.org.uk. Please mark your message "Website Pictures" and be sure to tell us the names of all the people whom we need to be aware of. We will seek consent before publishing any full view photographs of specific individuals, including from parents / guardians where children are concerned. We will look to indicate when we intend to take photographs at an event. Also we will specifically avoid taking photos of people in the platform area of the church.

Emails / Text Messages We will obtain your consent before sending any general publicity material / newsletters (termed direct marketing) to your email address / mobile phone. Otherwise we would only use them as a means of communicating with you in the normal course of church life.

Social Media If you wish to participate in any church-related groups which may exist on social media (e.g. Facebook, WhatsApp) then you will be giving consent to this by the act of signing up. The church will not register you on any social media. As the church is not the data controller for such data it is not covered by this privacy statement.

Children and Young People If you have family attending the church then we will also need to hold personal details about them and which groups they are attending (e.g. within family church). This may include any medical conditions or specific circumstances that we need to be aware of to keep them safe, exercise pastoral support and exercise our duty of care.

People with Responsibility for Church Groups If you have responsibility for or assist with church groups then we may need to retain data about safeguarding checks which we have been legally required to undertake and also training that you have undertaken. We will retain this for the legally required periods.

You may also have access to data about the members of those groups. You should ensure that you keep this data safe and confidential and not use it for purposes other than your involvement with the group.

Church Groups Communication within church groups, such as housegroups, may involve information being shared by informal agreement within the groups themselves. As it is not shared with the church trustees as data controller it is therefore not covered by this privacy statement.

What Can I do As a Church Member / Regular Attendee?

Data protection is an issue for everyone. Some specific things you can do are:

- If you are in possession of data about other church members / attendees (e.g. the church directory) then please take care to keep it safe. Do not share information (e.g. phone numbers) with other people without the agreement of the person concerned. When it is no longer needed or is out of date then please destroy it by shredding it rather than putting it directly into rubbish bin.
- Send emails by "blind copy" if the people concerned have not agreed to share their email addresses.
- Help us to ensure the information we keep is accurate by informing the church office if your details change.
- If you spot something which you think is wrong with how the church is handling people's data then please let the Church Administrator or Data Protection Officer know.

Data protection is about keeping people safe and avoiding the problems that can occur if people's data is not kept safe.