



## **Bretton Baptist Church**

# **Data Protection and Privacy Policy**

(Agreed - Nov 2022  
Implemented - Jan 2023)

Due for review - May 2025

ICO reference number: ZA370467

## Statement

Bretton Baptist Church is committed to protect personal data and respect the rights of the people whose personal data we collect and use. We value and respect the personal information that we are given and promise to comply with the General Data Protection Regulation (GDPR) as documented by the Information Commissioner's Office (ICO).

## GDPR Seven Principles

Bretton Baptist Church promises to abide by the GDPR seven principles for the lawful processing of personal data:

1. Lawfulness, fairness and transparency
2. Purpose limitation
3. Data minimalisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality (security)
7. Accountability

## Your personal data

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 obtained by Bretton Baptist Church.

## How do we process your personal data?

Data processing of personal data at the church is for the purposes of establishing and maintaining the membership of the church and for administering church related activities for individuals who are members of the church or others who have regular contact with it.

Bretton Baptist Church use personal data for the following purposes:

- Maintain our list of church members and regular attendees
- To inform people of news, events, activities and services run at Bretton Baptist Church
- Provide pastoral support for members and others connected with our church
- Maintain our accounts and records
- Provide community services such as Toddler group, Foodbank and social groups
- Safeguard children, young people and adults at risk
- Recruit, support and manage staff and volunteers
- Maintain the security of property and premises
- Respond effectively to enquiries and handle complaints

Bretton Baptist Church complies with its obligations under the GDPR by:

- Keeping personal data up-to-date
- Processing personal data lawfully, fairly and in a transparent manner
- Storing it securely
- Not collecting excessive amounts of data
- Protecting personal data from loss, misuse, unauthorised access and disclosure
- Ensuring that appropriate technical measures are in place to protect personal data

## **ChurchSuite**

To enable communication and administration of church activities, primarily with the membership, Bretton Baptist retains personal information on a platform called 'ChurchSuite'. It is the main resource in planning church activities, providing secure and controlled personal data. Church members are asked to consent to their inclusion of personal information to be held on ChurchSuite. Church members are encouraged to use it as their primary source of information to connect effectively throughout the membership. The option to remove personal data or change preferences is always available.

Staff and Church members are reminded, through annual written communication, of the limitations and restrictions associated with information sourced through ChurchSuite.

## **Consent**

Church members and others who have regular contact with Bretton Baptist Church will be asked for their consent to hold personal data on secure platforms to aid smooth administration and communication amongst the membership.

## **Sharing personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members or regular attendees of the church for purposes connected with the church. Church will only share your data with third-parties with your consent or if legally required to do so

## **Your rights and your personal data**

Unless subject to an exemption under the Data Protection Act 2018/GDPR, you have the following rights with respect to your personal data:

The right to be informed (the purpose of this Privacy Policy)

The right to request a copy of your personal data which Bretton Baptist Church holds about you

The right to request that Bretton Baptist Church corrects any personal data if found to be inaccurate or out-of-date or remove your personal data when it is no longer required by Bretton Baptist Church.

The right to withdraw your consent for processing your personal data

## **How long do we keep your personal data?**

We will not keep personal data longer than is necessary for the purposes that it was collected

## **Data Protection Officer (DPO)**

To exercise all relevant rights, queries or complaints, please contact the Bretton Baptist Church Data Protection Officer, Copeland, South Bretton, Peterborough, PE3 6YJ. Phone: 01733 268068. Email: [office@brettonbaptist.org.uk](mailto:office@brettonbaptist.org.uk)

## **GDPR contact details**




Website: [ico.org.uk](http://ico.org.uk)

Telephone: 0303 123 1113



## Bretton Baptist Church Membership - Contact consent form

Please complete the following details about yourself to be included in 'MyChurchSuite'. These details will be kept confidential and will only be accessible by church staff and church members. These details can be changed at any time by yourself through 'MyChurchSuite' or by directly contacting the church office.

Name		
Gender	Male / Female	
Address Line 1		
Address Line 2		
City		
Post Code		
County		
Email 		
Landline number 		
Mobile number 		

Church communication is important for a variety of reasons and there are now lots of methods of communication, each with different objectives; text messages are quick and can be read at a convenient time to the recipient, phone calls might be used in personal or more delicate situations, whereas emails can be used to provide lots of information in the form of text and attachments. Each plays a vital part in our staying connected as the body of our church.

Please indicate which communication methods you would be prepared for the church to use (tick all that apply):

Emails  
 Text  
 Phone  
 Post 

Family members (if applicable)

Spouse Name	
Spouse Email address (if different from above)	
Children's name (Under 18 years)	Children's Date of Birth

Signature(s):	Date:
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## **Additional Information - Bretton Baptist Church - Keeping in touch**

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Under Data Protection legislation the church Charity Trustees of Bretton Baptist Church are the Data Controller and can be contacted on 01733 268068 or emailing [trustees@brettonbaptistchurch.org.uk](mailto:trustees@brettonbaptistchurch.org.uk)

Church collects personal information to enable us to keep in touch with you 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.

Your name and contact details will be entered into our ChurchSuite database. The database is password protected. Church staff and church members have access to limited information stored and only in connection to their legitimate roles associated with church activities. ChurchSuite primarily acts as a church directory.

Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our “church associated friends”.

To enable us to provide adequate pastoral support to you and your family, one of the staff team may record information which may be regarded as sensitive. This information will be stored (in password protected documents) within the church office or other secure means. The passwords will only be known by the relevant member of staff or authorised office holder. This information will NOT be disclosed to anyone else without your consent.

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’ to the Church Secretary. You also have the right to correct or ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled, please speak to our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office (ICO).

**Church Bulletin & Email lists:** These are used by the church staff team and delegated leaders to circulate official church information (weekly news bulletin, church meeting agendas, details about forthcoming events etc.) to members and/or regular attenders

### **COMPLETING THE FORM: Please read carefully**

- Please complete the consent form overleaf giving names and contact details as appropriate
- Everyone aged 16 or over will need to sign this form to indicate that they are happy to be included
- Under 16s will be included on the list if at least one parent has given their consent to be on the list unless you indicate otherwise. Please give the dates of birth of any children or young people who are under 16.
- Completed forms should be returned to the Church Office