

Acton Baptist Church Privacy Notice 2021

“We” and “the Church” refer to Acton Baptist Church CIO, a charitable incorporated company registered with the Charity Commission No 1179061

Our contact details

Data controller: Acton Baptist Church CIO
Address: Church Road
London
W3 8PP

Email: actonbaptistchurchuk@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Financial information (for example, bank account details)
- Employee data

Our website, Facebook, YouTube channel and Linktr.ee accounts do not allow us to identify any individual.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

1. As part of your being:
 - a. a member of the Church
 - b. an attender of the Church or any of its activities, including the Living Room
2. In connection with your hiring, or enquiring about hiring, any part of our buildings
3. Where in connection with any of the above we need information from you for the purposes of safeguarding vulnerable people
4. Because you are a supplier of utilities or services to us
5. Because you are the organiser or member of a group that we are a member of or participate in, including the wider Baptist church family locally, regionally or nationally or groups associated with the London Borough of Ealing, local police or local GPs and health trusts
6. CCTV recordings are used for public safety interests and the prevention and detection of crime. Recordings also provide enforcement agencies with evidence of criminal activity, for formal

actions including prosecutions in court and identification of offenders in investigations. These recordings contain images of the public going about their daily business on our property as well as offenders, persons wanted and missing.

We also receive personal information indirectly, from the following sources in the following scenarios:

- From professional fundraisers and fundraising platforms as part of fundraising effected for our benefit

We use the information that you have given us in order to:

For all persons

- A. Operate the church, including the Living Room, call meetings and inform members and attenders of activities, provide pastoral support and fulfil our objectives as a charity
- B. Meet statutory and regulatory obligations in relation to financial accounting, tax, financial reporting, data protection and charity notifications. We may also share this information with HMRC and any independent examiner of our accounts;
- C. Meet statutory and regulatory obligations in relation to safeguarding and the keeping of records, and reporting to authorities where we are obliged to do so. We may also share this information with the Baptist Union of Great Britain and London Baptist Association, health and local authority officials, the police and any other person with a lawful right;
- D. for the interest of public safety, the prevention and detection of crime, apprehension and prosecution of offenders and for legal proceedings.

As needed regarding hirers and suppliers

- E. Maintain and manage supplies of utilities and services, including insurance, building repair and maintenance; together with arrangements for hiring of our buildings.

We do not sell data or share it for reward.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

As regards:

Usages under A, D and E above – we have a **legitimate interest** to do so

Usages under B & C above – we have a **legal obligation**

Usage under A – additionally as regards the young people at the Living Room, in practice we seek **consent** for contact information from them or their legal guardians as appropriate.

How we store your personal information

Your information is securely stored in the UK or in cloud services within the EU or as permitted outside.

We keep personal information for only as long as we need it or are required by law if longer. We keep CCTV footage for 2 weeks unless lawful authorities have asked us to retain it. We then dispose of your information by destruction of physical records or deletion of electronic records.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at actonbaptistchurchuk@gmail.com for the attention of the Church Secretary if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at actonbaptistchurchuk@gmail.com for the attention of the Church Secretary

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>