

SEBA Privacy Notice

We are the South Eastern Baptist Association ("SEBA. "we", "us") a charitable incorporated organisation registered in England and Wales under charity number 1093252.

Our contact details are:

Address: South Eastern Baptist Association, 17, Cherry Close, Burgess Hill, RH15 9PR

Email: <https://www.seba-baptist.org.uk/contact>

Telephone: 01444 233431

This privacy notice describes what information (your 'personal data') we collect about you, the purposes for which we collect it and how we will handle and use it.

For the purposes of data protection law, we are considered as the 'controller' of the personal data we collect and hold about you and we are therefore responsible for it.

Our Operations Manager (David Sheldon) is our Data Protection Officer and he is the person responsible for matters relating to the protection of personal data. He can be contacted at the address above or by email dataprotection@seba-baptist.org.uk.

We are registered with the Information Commissioner's Office ("ICO") with registration number Z2441527.

1. INTRODUCTION

We hold and process various categories of personal information for a number of reasons. We collect this data either from you or from third parties who provide it to us.

2. INFORMATION ABOUT YOU

We may collect information about you in the following ways:

2.1. Information which you give us

We collect information about you when you fill in one of our forms and when you communicate with us face to face or in writing, by email, phone or text. This can include (but is not limited to) your name, address, email address, phone number(s), the roles you hold within your church.

2.2. Information we collect about you

Normally we will only process the information which you have provided us directly. We may, however, obtain additional information about you from statutory bodies, other third parties or anyone reporting a safeguarding concern. In certain circumstances, this may include special category and criminal convictions etc data, where the lawful processing conditions (described below) are met.

3. WHY WE COLLECT AND PROCESS THIS INFORMATION

In this section we list the different purposes for which we collect and use your personal information, as well as the legal grounds under the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) on which we rely to justify such data processing.

Purpose	Legal Grounds
Managing and/or investigating safeguarding concerns in churches	<p>Article 6(1)(f) GDPR where “processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.”</p> <p>Where it fulfils one of the substantial public interest conditions from Schedule 1, Part 2 of the Data Protection Act 2018, in particular, Conditions 10, 11, 12, 18 and 19 and Condition 31 from Schedule 1, Part 3 of the Data Protection Act 2018</p> <p>See the SEBA Data Protection Policy</p>
Managing offenders or those awaiting charge or who have been charged and are awaiting Court for offences in churches	Explicit consent if you enter into a safeguarding contract; or otherwise under Schedule 1 DPA 2018 Conditions 10, 11, 12, 18, 19 and 31 as set out above
Maintaining and reviewing details of approved Safeguarding trainers	The information is necessary for our legitimate interest of supporting and resourcing SEBA member churches

4. DISCLOSURE OF YOUR INFORMATION

At times we may share your information with others.

The following is a list of who we will or might share our information with:

- Our employees, contractors and volunteers on a need-to-know basis;
- Relevant church(es) and church ministers
- Other Denominational Safeguarding Officers
- Police, Social Services, Local Authority Designated Officers and other statutory agencies
- Our professional advisors, including our solicitors.

5. WHERE WE KEEP YOUR PERSONAL DATA

All your personal information covered by this policy will be stored in the UK. We will not transfer your information outside the European Union unless we are permitted to do so by law and we will inform you about such transfer before it is done.

6. RETENTION OF DATA

We will keep the personal information covered by this notice for the periods of time specified in our Data Retention Schedule and at the end of the applicable retention periods we will safely and securely delete it.

7. YOUR RIGHTS IN RELATION TO YOUR DATA

You have a number of rights under data protection law. These include:

- The right to access your personal data and to obtain certain information about it;
- The right to rectify the data if it is inaccurate;
- In some circumstances, such as when the data is no longer required or if the use of the data has no legal justification, the right to have that data erased;
- In limited circumstances, the right to object to our handling of the data;
- In limited circumstances, the right to restrict the handling of your data;

More details about how these rights apply can be found in our Data Protection Policy which can be accessed from www.seba-baptist.org.uk.

You can exercise your rights or obtain more information about them by contacting our Data Protection Officer by email: dataprotection@seba-baptist.org.uk.

8. COMPLAINTS TO THE INFORMATION COMMISSIONER

You have a right to complain to the Information Commissioner's Officer (ICO) about the way in which we collect and handle your personal data. Complaints to the ICO can be made on the ICO's website <https://ico.org.uk/>