

# **PRIVACY STATEMENT FOR THE SOUTH EASTERN BAPTIST ASSOCIATION**

## **Purpose of this Statement**

The South Eastern Baptist Association (referred to as we, us or our) are committed to protecting and respecting your privacy. We think it is extremely important to keep any personal information we hold secure and confidential.

Laws apply to our use of anyone's personal information and everyone has rights regarding how their personal information is handled.

We have published this statement to tell you:

- What information we may collect about you;
- The lawful basis for which we process this information
- How we store your personal information;
- What we use your personal information for; and
- Who (if anyone) we pass it on to and for what purposes.

In this statement when we refer to our Partners we mean the organisations listed at the end of this statement.

## **Personal Information we may collect from you**

When you first come into contact with us (which may be for a variety of reasons) we may collect your name and contact details for use by us and by our Partners. Other information we may collect from you will depend on the reason for the contact and these are detailed below.

### **For contact with Ministers, Church Officers and other representatives**

- Names, addresses, telephone numbers & email addresses so we contact you in course of our purpose. We also will update any details you tell us about in the National Baptist Database, held and managed by the Baptist Union, with whom we hold a Data Sharing Agreement and are a partner organisation (you will need to contact them direct for the further details of their privacy statement, although you would receive the details when they asked your church to complete their Annual Returns details, each year).

### **For accreditation\*, training, employment or pension purposes:**

- Detailed personal information such as full name including any former names, age, gender, date of birth, ethnicity, nationality, particular needs or preferences so that we can understand your relevant circumstances
- Additional personal information including marital status, previous marital status, dependants under 18, educational history and attainments, full employment history, Christian journey, church experience, interests and financial position
- Information we gain from others while processing your application, such as references, medical, criminal records information from UK and overseas, life insurance details where relevant
- We may obtain information (including fact and opinion) from members of any Baptist Union or denomination in the UK or overseas who are members of the Baptist World Alliance (BWA), World Council of Churches (WCC), or other churches educational establishments, denomination or partner organisations if appropriate
- Where required we will collect your bank details to enable your salary, pension, expenses or BUGB funding grants to be paid

\* Accreditation of Ministers and Church Workers

### **To provide pastoral or other support for ministers and church members**

- We may take a written note of any conversation you have with us and the information you share as part of that conversation
- We may keep copies of communications you send to us

- We may obtain information (including fact and opinion) from others, for example from a mentor, supervisor, colleague or other person
- We may obtain information (including fact and opinion) from any person for investigating or dealing with issues raised or complaints concerning ministers
- We may exchange information with any of our Partner Organisations or charity trustees as deemed necessary for providing adequate support for you.

#### **For raising the profile of our organisation and its work**

- With your consent, we may use photo or video footage of you, or your story, for use in our various publications and on our website.

#### **For managing or reviewing our work as organisations**

- Any information about complaints about our service or other individuals

#### **When using the website**

- We may collect personal identification information from you in a variety of ways, including, but not limited to, when you visit our website, subscribe to a newsletter, respond to a survey, fill out a form, and in connection with other activities, services, features or resources we make available on our Site.
- You may be asked for, as appropriate, name, email address, mailing address, phone number and credit card information.
- We will only collect personal identification information from you if you voluntarily submit such information to us.

[For information about the use of non-personal information please see our Appendix]

If appropriate, we may get the information, or related information, from

- you, your family, other church members, friends, colleagues or former colleagues, educational establishments you have attended;
- each other or our partner organisations; or
- public information sources including the Disclosure and Barring Service or similar organisations in other countries.

If we already have contact with you we have most likely already collected any/all of this information.

#### **The lawful bases for processing your personal information**

We collect your personal information to enable the Association to keep in touch with you, and to provide pastoral support as appropriate. Data Protection allows us to process this information as we regard it as being in the Association's legitimate interest. There are 2 types of information that we do not process on the basis of legitimate interest, they are:

- Information held in the SEBA directory – personal information held in the directory is processed with the consent of the individual
- Personal information on the SEBA website; any personal telephone numbers or personal email addresses included within the list of the Churches is processed with the consent of the individual

#### **Where we store your personal information**

We are committed to holding your personal information securely. This means only those of our staff or officers that need to see it have access.

We may store your information electronically, in paper form, or both.

All our computers including laptops are password protected. Laptop computers and other mobile devices which contain confidential information are also encrypted.

The National Baptist Database is held on a server at Baptist House in Didcot. Secure remote access to this is provided to authorised users working outside Baptist House. Such access is controlled by the Database Officers.

Our paper files which hold personal information (other than names and contact details) are kept securely.

We will not keep personal data longer than is necessary for the purpose or purposes for which they were collected and we will comply with official guidance issued to our sector with regard to retention periods for specific items of personal data. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required. In connection with our website, we adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our site.

## **What we use your personal information for**

- To enter into our database, which holds
  - Names and contact details of key people in our churches and partner organisations. This information is held by the Data Protection contact\*, and is accessible, upon request to our staff and Trustees. This contact information may be used to make specific, smaller contact lists, when a member of staff needs to contact a section of our database for a specific purpose – those lists may be held on other staff members' computers (which are password protected).  
\* The youth and children's worker database is held by the Youth Officer (and their PA) on their password protected computers.
- To update the National Baptist Database which holds
  - Names and contact details of key people in our churches and partner organisations. This information is accessible by key staff (our Administrator and 3 of the Regional Team) and all staff in our Partner Organisations.
  - Names and contact details of individuals applying for accreditation as Ministers or Church workers. This information is accessible by key staff (our Administrator and 3 of the Regional Team) and all staff in our Partner Organisations.
- Career history details for ministries team and pension office purposes. This information is accessible as needed by our key staff (our Administrator and 3 of our Regional Team) and staff in our Partner Organisations. To produce (as required) a Directory of churches, ministers and Association officers (including Church Officers and paid workers) which is a public document
- To process any application from you, for accreditation, training, pensions or grant funding
- To enable us to be more effective in providing help and support for students, ministers, charity trustees and other church contacts
- To send periodic emails to you if you subscribe to one of our mailing lists or have made an order through our website. You will always have the option to unsubscribe to further emails using the unsubscribe instructions at the end of each email.
- Maintaining contact with you, inviting you to events, and offering and booking appointments with you – this may be direct from the SEBA Team or via those in your networks or specific groups within SEBA that you might be involved with
- To enable us to respond to you when you use the 'contact us' or response facility on our website. Data collected in this way will not be used for any other purpose. You need to be aware that when posting a response your identity will be shown (albeit without any personal information.)
- Meeting our legal obligations and exercising any legal rights
- Other purposes for which we may anonymise your information so that it cannot be linked to you. In that case we may use the data for any purpose including for example statistical analysis

We use your information in line with our Data Protection Policy and the policies and procedures that apply to our use of your information. All staff members are required to sign a statement to confirm their awareness and personal acceptance of the policy.

## **Who else we may pass on your information to**

Normally, only we will be able to access your personal information. However there may be times when we disclose your details to others, as follows.

Our closely allied Associate Partners whose purposes dovetail with ours

In response to specific requests from church members and others, we will pass on contact details of

- Ministers and church workers
- Those people listed on our database as Church Officers

Those organisations and people who enable us to provide our services to you, or who provide services on our behalf. This may include

- Payroll (for staff) and pensions
- Consultants, professional advisors and occasional volunteers (on a need to know basis)
- Third party service providers who help us operate our website or administer activities on our behalf such as sending out newsletters or surveys by email or post. Your information will be shared with these providers for these limited purposes unless you specifically request us not to.

In relation to matters of accreditation - members of any Baptist Union or denomination in the UK or overseas who are members of the Baptist World Alliance (BWA), World Council of Churches (WCC), or other churches educational establishments, denomination or partner organisations if appropriate. Such information will not be sent outside the European Economic Area without your specific consent.

Others who may request information from us for their own purposes

- For crime prevention or detection, risk assessment, resolution of complaints or other issues
- Local authorities, Safeguarding Boards, regulators, Government departments and other public authorities
- The Police, fire service, health authorities or medical practitioners

We may sometimes be obliged or permitted to disclose your personal data by law such as by a regulator with appropriate legal authority, court order or for other legitimate purposes.

We can process information about you (including receiving and disclosing personal data about you) in relation to any risk of children, young people or vulnerable adults suffering harm or potential harm. The source of the personal information for these purposes will be:

- Disclosure and Barring Service
- Up to date intelligence from the Police or other law enforcement agencies

Such information may be disclosed by us to:-

- The Minister and Trustees of the relevant church
- The Safeguarding Officer or appropriate senior staff member of any relevant partner Association
- Safeguarding officers of any third party
- The Police or other law enforcement agencies

We do not give anyone else access to your information for their marketing or commercial purposes We will not share your personal information with anyone who claims to represent you unless we are satisfied that you have appointed them or they act in some recognised official capacity. There may be a delay to us dealing with requests whilst we confirm the caller's identity, or check that we have your approval to deal with them.

## **Confidential information**

Where you have given us information expressly in confidence we will keep this information confidential. This means we will store it securely and not share it with other parties unless you have given us explicit permission to do so or there is a statutory duty or court order to disclose. Where we cannot provide our services or support for you unless we can share this information with others, we will require that any information we do share is in turn kept confidential by those other persons.

Others may supply information to us which is confidential, particularly for accreditation purposes or our pastoral support for ministers. Where information is confidential we may not be able to share the information or the source with you.

## **Your rights**

You have the right to ask for us to amend or correct any personal data we hold. Your contact information will be automatically removed from our records once you have informed us you have stood down from your post – unless you ask to remain on our contact list. You can withdraw your consent at any time, for details published in the directory or website, and your details will then be removed from any future publications (when you step down from a post, your information will automatically be removed).

## **Changes to our Privacy Statement**

This Statement may change. We will display the current Statement on our website.

## **Subject Access Request**

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 Data Protection contact. You also have the right to 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 contact. If you are still unhappy you have the right to complain to the Information Commissioners Office.

*Under Data Protection legislation the church Charity Trustees of the South Eastern Baptist Association are the Data Controller and can be contacted by ringing 01444-233431 or emailing [admin@seba-baptist.org.uk](mailto:admin@seba-baptist.org.uk)*

## **Contacting us**

If you have any questions about this Privacy Statement, the practices of our web site, or your dealings with the site, please contact us at:

South Eastern Baptist Association

17 Cherry Close, BURGESS HILL, RH15 9PR

Tel: 01444-233431

[dataprotection@seba-baptist.org.uk](mailto:dataprotection@seba-baptist.org.uk)

## **PARTNER ORGANISATIONS**

Baptist Union of Great Britain

BMS World Mission

Spurgeon's College

Baptist Union of Scotland

Baptist Union of Wales

Retired Baptist Ministers Housing Society

## **APPENDIX**

### **FURTHER DETAILS ABOUT USE OF INFORMATION COLLECTED FROM OUR WEBSITE (WWW.SEBA-BAPTIST.ORG.UK)**

- **Non-personal identification information**

We may collect non-personal identification information about you whenever you interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about your means of connection to our Site, such as the operating system and the Internet service providers utilized and other similar information.

- **Web browser cookies**

SEBA do not use cookies on their website.

- **Third party websites**

You may find other content on our Site that link to the sites and services of third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our Site, is subject to that website's own terms and policies.

- **Your acceptance of these terms**

By using our site, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.