

## Data Protection Policy



# Data Protection Policy

## Your personal data – what is it?

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 in the data controller's possession or likely to come into such possession. The Data Protection Act 2018 (c.12)<sup>1</sup> ("The Act") (which includes the General Data Protection Regulation "GDPR") is designed to protect the rights and privacy of individuals and to ensure that data about them is processed using the appropriate lawful basis and in appropriate ways.

The UK GDPR provides the following rights for all individuals:

- 1) The right to be informed
- 2) The right of access
- 3) The right to rectification
- 4) The right to erasure
- 5) The right to restrict processing
- 6) The right to data portability
- 7) The right to object
- 8) Rights in relation to automated decision making and profiling.<sup>1</sup>

## Who are we?

BCC-Salford ('Broughton Community Centre' and 'Broughton Community Church') is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes within the GDPR or other relevant legislation. BCC-Salford takes seriously its obligations under the Act and the purpose of this policy is to enable BCC-Salford to comply with the Law in relation to data it holds about individuals.

## How do we process your personal data?

This organisation complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

## We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution.
- To administer building hire records and contacts.
- To manage and respond to email, website, telephone, and postal correspondence.
- To administer membership records.
- To fundraise and promote the interests of the organisation.
- To manage employees and volunteers, including checks with the Disclosure and Barring Services (DBS) where relevant to the role.
- To maintain our own accounts and records (including the processing of gift aid applications where relevant).

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<sup>1</sup> REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL, Article 13-22.

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- To inform you of news, events, activities and services running at this organisation. We only require basic contact information from you to allow us to manage this communication.

Staff and volunteer contact information is held to enable us to communicate on matters affecting the organization or a person's employment with the organisation. Sufficient personal details of staff are held by the British Isles Church of the Nazarene South District to enable the payroll to be processed and paid.

### What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade
- aim provided: -
- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

### Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the organisation in order to carry out a service to other church members or for purposes connected with the organisation. We will never disclose any of your information to third-parties for marketing or other commercial purposes without your consent.

We may disclose your personal information if we are required by law to do so.

### How do we get your consent?

When you provide us with personal information, we imply that you consent to our collecting it and using it for that specific reason only. If we ask for your personal information for a secondary reason, we are obliged to let you know the purpose of the request before you give your consent.

### How do I withdraw my consent?

If after you opt-in, you change your mind, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at any time, by contacting us at The Naz Community Hall, Great Clowes Street, Salford, M7 1ZQ, or emailing us at [information@bcc-salford.org](mailto:information@bcc-salford.org)

People will be asked for consent when they register for the relevant service that requires us to retain their personal information.

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

We retain membership roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and church registers (baptisms, marriages, funerals) permanently.

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Building hire agreements and related information are held for a period of up to two years after the calendar year of the last date of hire.

Client information is held for a period of up to five years to support the work we undertake in assisting with crisis support or any Food Pantry activities.

### Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Church Board or Trustees holds about you.
- The right to request that the Church of the Nazarene or BCC-Salford corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for the Church of the Nazarene or BCC-Salford to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics].
- The right to lodge a complaint with the Information Commissioners Office.

### Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Policy, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Reverend Louise Kenyon via email at [information@bcc-salford.org](mailto:information@bcc-salford.org)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/>

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