
HORLEY BAPTIST CHURCH (HBC) - DATA PROTECTION POLICY

OVERVIEW

Horley Baptist Church (HBC) uses personal data about living individuals solely to facilitate:

- Normal church administration – including employee data, membership records, rotas, lettings and financial records of giving for tax purposes
- Church groups, clubs and other activities
- Pastoral care
- The production of a Church Directory
- Communication regarding church activities.

HBC is committed to the proper and lawful treatment of personal data. All personal data - which may be held by HBC on paper, on computer or in other media - will adhere to the appropriate legal safeguards as laid down in the Data Protection Act 1998.

SCOPE

This policy applies to all trustees, staff employed by HBC, those subcontracted by HBC and to all volunteers and group leaders – and must be adhered to by them, together with any detailed guidelines published separately for this purpose. We will do our utmost to ensure that all its staff, volunteers and trustees are conversant with data protection legislation and practice.

CATEGORIES OF DATA

Data is information which is recorded with the intention that it should be processed on computer or is recorded as part of a relevant filing system (i.e. manual system).

There are two categories of data:

PERSONAL DATA is information relating to a living individual who can be identified:

- from the data
- from the data which includes an expression of opinion about the individual

For Example: membership name and address details

SENSITIVE PERSONAL DATA is information relating to:

- racial or ethnic origins of the person
- political opinions
- religious beliefs or other beliefs of a similar nature
- trade union membership
- physical or mental health
- sexual life
- the commission or alleged commission of any offence
- any proceedings for any offence committed or alleged to have been committed by the data subject.

For Example: information held for the purpose of pastoral care

In order to process these two types of data, consent from the individual must be obtained by the organisation handling the data. Explicit consent must be given when it is sensitive personal data.

Additional safeguards are therefore in place where sensitive personal data is concerned.

PROCESSING OF DATA

HBC will only process data if at least **one of** the following conditions is satisfied:

1. The processing is necessary to further the “legitimate interests” of Horley Baptist Church (HBC), provided that such processing does not prejudice the “right and freedoms or legitimate interests” of the person concerned. If HBC processes data under this condition, there is no requirement to obtain consent from the person concerned, but we will always ensure that HBC respects that person’s rights. This includes the rights of those who provide services to HBC – for example tradespeople.
2. The person concerned has given consent. The consent may be explicit or implicit. By way of an example, a person who emails the church is deemed to give implicit consent for his or her contact details to be stored in such a way that enables the church to respond to the email.
3. In compliance with a legal obligation – for example a court order requiring disclosure of information.

THE EIGHT PRINCIPLES OF DATA HANDLING

HBC upholds the eight principles of data handling required by the Data Protection Act. The purpose of these principles is to specify the mandatory conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Trustees, employees and any others who obtain, handle, process, transport and store personal data for or on behalf of HBC must always adhere to these principles.

In summary, these principles require that personal data:

1. Shall always be processed fairly and lawfully and shall not be processed at all unless certain conditions are met.
2. May only be gathered for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Shall be adequate, relevant and not excessive for those purposes.
4. Be accurate and where necessary, kept up to date.
5. Shall not be kept for longer than is necessary for that purpose.
6. Shall be processed in accordance with the data subject's rights.
7. Must be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.
8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data (NB HBC does not envisage any circumstances in which a transfer of data outside the UK would occur)

Therefore, you can be assured that HBC will treat all the personal information that you provide as private and confidential and not disclose any data about you to anyone other than the HBC leadership team, employees and group leaders and solely in order to facilitate the administration and ministry of the church. You should note however that there are four exceptional circumstances to the above permitted by and anticipated in the legislation:

- i. Where we are legally compelled to do so.
- ii. Where there is a duty to the public to disclose.
- iii. Where disclosure is required to protect your interest.
- iv. Where disclosure is made at your request or with your consent

APPLYING THESE PRINCIPLES

1. All Horley Baptist Church trustees and staff who process Personal Data on behalf of the church will be required to agree to sign our Data Processor agreement.

2. The Trustees will appoint one of their number to act as the Church's Data Protection Officer. All questions and concerns in relation to this policy should be addressed to them. As at 19 April 2016 this person is Paul Gauntlett and can be contacted via the church office.

3. When personal information is collected for use by Horley Baptist Church we will ensure that

a) This information is necessary for church purposes

b) The information is not kept for longer than it is needed

c) Those people supplying the information are aware of this policy and how they can obtain a copy

d) All individuals whose names and contact details are published in the Church Directory will be asked to give explicit consent for their details to be included. We will ensure that specific information will be removed from the Directory if the individual concerns requests this.

e) Personal information (including photographs) of individuals will not be published on our website without obtaining explicit and informed consent from the individuals concerned or their parents. We will never publish the names of children and young people alongside their photographs.

f) We will ensure that all church members and attendees are aware of who to contact to update the information held about them by Horley Baptist Church.

g) A copy of this policy will be on our church website and also available from the Church Administrator

h) All personal information held by trustees, staff and volunteers on behalf of Horley Baptist Church will be held and processed in a sufficiently secure manner (whether in paper or electronic form) to prevent unauthorised access (whether by unauthorised church staff or third parties). This means we will:

- Store paper based information in secure, lockable cupboards
- Use password protections and, if appropriate, encryption of particularly sensitive electronic documents;

- Restrict access to both paper and electronic personal data to those who need to process it for one of the above uses
- Ensure that personal information is transmitted securely in a way that cannot be intercepted by unintended recipients

QUERIES

If you have questions about data protection, please contact Paul Gauntlett (the HBC Data Protection Officer) or the Pastor, via the Church Office.

ACCESS

HBC will provide procedures for access to personal data for all those for whom personal data is held. No charge will normally be levied on anyone (staff, personal members or other contacts) requesting access to their personal data. Any such request should be made in writing and a response shall be provided within one calendar month.

This Policy was formally adopted by the Charity Trustees at their meeting on 19 April 2016