

## Southern Counties Baptist Association Privacy Statement

We are the **Southern Counties Baptist Association** ('SCBA', 'we', 'us'), a charity registered in England and Wales under charity number 1091066. Our contact details are:

Registered Address: Southern Counties Baptist Association, Baptist House, 129 Broadway, Didcot, Oxfordshire OX11 8XD

Email: [office.administrator@scba.org.uk](mailto:office.administrator@scba.org.uk)

Telephone: 01235 517673

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, Southern Counties Baptist Association considered as the 'controller' of the personal data we collect and hold about you and we are therefore responsible for it.

Our Operations Lead (Rev Simon Gray) 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 or email above.

We are registered with the Information Commissioner's Office ('ICO') with registration number Z6145166.

### 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.

### Information about you

We may collect information about you in the following ways:

#### Information which you give us

We collect information about you when you fill in one of our forms and when you communicate with us in writing, by email or phone. This can include (but is not limited to) your full name, address, email address, phone number(s), details of your church connections and your bank details. If you are applying for Ministerial Accreditation/Recognition, Home Mission Grant, Association Grant, Loan or for a job with us additional information will be collected.

#### Information we collect about you

Normally we will only process the information which you have provided to us directly or through the nominated person (eg Church secretary/administrator) who advises of Church officer changes.

We may, however, obtain additional information about you from relevant third parties in connection

with your application for Ministerial Accreditation/Recognition or employment with us.

### 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)the Retained General Data Protection Regulation on which we rely to justify such data processing.

Purpose	Legal grounds
Enabling us to contact and work with the most appropriate people in our member churches	The information is necessary for our legitimate interest of supporting, advising and resourcing SCBA member churches
Keeping those who have subscribed to one of our mailing lists updated with news and events in SCBA life	We only keep you updated on the basis of your consent for us to do so
Receiving donations for Home Mission, acknowledging receipt of donations and keeping a record of donations received, including legacies	The information is necessary for our legitimate interest to properly administer donations received and to maintain adequate and accurate financial accounts
Enabling us to facilitate the Baptist Union of Great Britain's Ministerial Accreditation/Recognition system.	We will process your application for Accreditation or Recognition if you provide consent for us to do so. If you withdraw your consent, then your application will be halted.
Maintaining a Minister's Ministerial Accreditation or Recognition status	This is of our legitimate interest of maintaining our interest in the National Accreditation and Recognition system
Facilitating the Settlement Process	We process the information you provide to us through your Nomination Profile and Nomination Form, by completing these forms you are giving consent to allowing your information to be processed via the Settlement system. If you withdraw your consent, then you will be removed from the settlement system.
Providing pastoral support for our churches and Ministers, a minister's immediate family and in the event of a minister's death, your survivors	This is necessary for our legitimate interest of supporting SCBA Ministers both accredited and Non-Accredited and SCBA Member churches
Enabling us to support our churches as they deal with issues relating to the safeguarding of children and adults at risk. Including concerns, referrals and safeguarding contracts with offenders	This is necessary for our legitimate interest of supporting SCBA Ministers both accredited and Non-Accredited and SCBA Member churches
Facilitating Safeguarding training with SCBA member churches	The information is necessary for our legitimate interest to enable training sessions to process certificates

Maintaining and reviewing details of approved Safeguarding trainers	The information is necessary for our legitimate interest to enable the delivery of relevant and updated training to our Member churches
Enabling us to complete DBS checks and renewals on BUGB Accredited Ministers	The information is necessary for our legitimate interest to enable the legal checks to be completed.
Enabling us to pay expense claims to staff and individuals acting for us in a voluntary capacity	The information is necessary for our legitimate interest to properly administer expense claims and to maintain adequate and accurate financial accounts
Enabling us to pay invoices for services provide to us	The information is necessary for our legitimate interest to properly administer and to maintain adequate and accurate financial accounts
Enabling us to respond to contact made through our website.	Please see our separate Cookie Policy available on our website
Enabling us to fulfil our statutory, contractual and pastoral obligations to our staff.	The information is necessary for our legitimate interest
Enabling us to process Home mission grants to churches	We process the information you provide to us through your Grant applications, by completing these forms you are giving consent to allowing your information to be processed via the Home Mission Grant systems. If you withdraw your consent, then you will be removed from the Grant system.
Enabling us to process Bursary grants to Ministers	We process the information you provide to us through your Grant applications, by completing these forms you are giving consent to allowing your information to be processed via the Bursary Grant system. If you withdraw your consent, then you will be removed from the Grant system.
Enabling us to process grants for Mission Opportunities and support	We process the information you provide to us through your Grant applications, by completing these forms you are giving consent to allowing your information to be processed via the Grant system. If you withdraw your consent, then you will be removed from the Grant system.
Enabling us to contact and work with our Trustees and other volunteers who work with the SCBA for specified reasons	The information is necessary for our legitimate interest
To enable you to book into events which we are running.	This information is necessary to enable us to provide you with entry to the requested event. By providing us with the requested details you are giving us consent for this information to be processed for this specific purpose

## **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 your information with:

- Our employees, contractors and volunteers on a need-to-know basis
- Employees and volunteers working for one of our partner organisations with whom we have a Data-Sharing Agreement. A list of these organisations can be found below.
- Our current website developers and administrators – (“Hubb.Church” a trading name of Endis Limited)
- Analysts and consultants who might help us improve and optimise our website
- Mail Chimp (names and email addresses only) who facilitate our regular e-mailings.
- Individuals who contact us asking for details of an SCBA member church will be given the name and contact details of the person we have listed as the main contact (normally the Church Secretary or Administrator) of that church
- Individuals who contact us asking for details of an Accredited Baptist Minister within the SCBA will be given the contact details that we hold.
- Payment service providers
- Our Professional Advisors, including our Auditors
- Service providers who assist us with protecting ourselves from fraud and money-laundering or who assist us with managing our credit
- Law enforcement authorities and other organisations which we may have a legal obligation to disclose information to

## **Where we keep your personal data**

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

Please note that our regular mailings are facilitated through ‘Mail Chimp’ which may process this data in the United States. ‘Mail Chimp’ participates in and has certified its compliance with the UK-U.S. Privacy Shield Framework. You have the right to unsubscribe from such mailings at any time.

## **Retention of data**

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

## **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;

- The right to obtain a copy of your data in a commonly used electronic form if the data is processed by automated means and the processing is based on your consent or contractual necessity.

More details about how these rights apply can be found in our Data Protection Policy which can be accessed from our website.

You also have the right to withdraw your consent at any time when we rely on consent as a legal ground to justify our handling of your personal data. This would not affect the lawfulness of anything done before consent is withdrawn but it would stop us from continuing to use the relevant information.

You can exercise your rights or obtain more information about them by contacting our Data Protection Officer.

### **Complaints to the Information Commissioner**

You have a right to complain to the Information Commissioner's Office (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.

### **Changes to our Privacy Notices**

We may change our privacy notices from time to time in which case we will upload the updated notice(s) to our website. It is advisable to refer to the privacy notice(s) regularly, particularly before sharing information about yourself which you consider to be sensitive.

### **Partner Organisations with whom we have a Data Sharing Agreement**

Baptist Union of Great Britain

Reviewed – January 2024