



## SCBA Privacy Notice (Ministries Team)

*Approved by SCBA trustees 13 July 2018*

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:

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

Our Moderator and Chair of Trustees (Mike Mortimer) 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 telephone number above, or by email at: [dataprotection@scba.org.uk](mailto:dataprotection@scba.org.uk)

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

### 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 contents of your application, enrolment and newly accredited paperwork, documentation to maintain your accreditation, profiles for settlement, applications for further studies grants, self-disclosures and information for disciplinary processes.

### 2.2 Information we collect about you

In addition to the information which you provide to us directly, we will obtain additional information about you from relevant third parties in connection with your application for Ministerial Accreditation/Recognition and/or your ongoing Accreditation/Recognition status. This will include reports from your referees, Association and/or College. In addition, we may collect information as needed for pastoral support or disciplinary processes.

## 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 1998 and (from 25 May 2018) the General Data Protection Regulation on which we rely to justify such data processing.

<b>Purpose</b>	<b>Legal Grounds</b>
Processing your application or Ministerial Accreditation or Recognition	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 your Ministerial Accreditation or Recognition status	We process information relating to your Accreditation or Recognition status as it is necessary for our legitimate interest of maintaining a national accreditation and recognition system
Facilitating the Settlement Process	We will 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 to you, your immediate family, and in the event of your death, your survivors	This is necessary for our legitimate interest of supporting Baptist Ministers within the SCBA member churches.
Dealing with complaints, concerns and disciplinary matters	This is necessary for our legitimate interest of supporting Baptist Ministers and SCBA member churches and maintaining a national accreditation and recognition system.
Involved in the reinstatement process	We will have access to your application for the reinstatement of your accreditation or recognition status
Processing waivers in line with a church's property trusts	This is necessary for our legitimate interest of supporting SCBA 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;
- Employees and volunteers working for one of our partner organisations with whom we have a Data-Sharing Agreement. Please see the current list of partner organisations found on our website at <http://www.scba.org.uk/legal-information.html>
- Churches and other employing bodies as appropriate
- Psalms and Hymns Trust
- The United Board
- Counsellors, professional supervisors and risk assessments consultants
- The Police and Social Services
- The Disclosure and Barring Service and our DBS Checking Company
- Other denominations

#### **5. WHERE WE KEEP YOUR PERSONAL DATA**

All your personal information covered by this policy will be stored in the EU. 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 Policy and at the end of the applicable retention periods we will safely and securely delete it. Currently in draft.

## **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 SCBA Website via this link <http://www.scba.org.uk/legal-information.html> You can exercise your rights or obtain more information about them by contacting our Data Protection Officer [Email: [dataprotection@scba.org.uk](mailto:dataprotection@scba.org.uk) or ring 01235 517673]

## **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/>

