



SCBA Privacy Notice (Safeguarding 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

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

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 roles you hold within your church and your bank details.

2.2 Information we collect about you

Normally we will only process the information which you have provided us directly. We may, however, obtain additional information about you from anyone reporting a Safeguarding concern.

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.

Purpose	Legal Grounds
Processing DBS Checks, including making recommendations about blemished disclosures	This will only be done if you submit a request for a DBS check
Retaining blemished disclosures after they have been processed	This will only be done if you give us your explicit consent to do so
Managing and/or investigating safeguarding concerns in churches, Associations, Colleges and in our Specialist Teams	Schedule 1, Part 2 of the Data Protection Act 2018: where the processing is necessary for protecting an individual from neglect or physical, mental or emotional harm; or protecting the physical, mental or emotional well-being of an individual where that individual is aged under 18 or aged 18 and over, and at risk
Managing offenders in churches, Associations, Colleges and in our Specialist Teams and negotiating the terms of their safeguarding contracts	Explicit consent if you enter into a safeguarding contract; or Schedule 1, Part 2 of the Data Protection Act 2018: where the processing is necessary for protecting an individual from neglect or physical, mental or emotional harm; or protecting the physical, mental or emotional well-being of an individual where that individual is aged under 18 or aged 18 and over, and at risk
Maintaining and reviewing details of approved Safeguarding trainers, and Safeguarding Contacts in Associations and Colleges	The information is necessary for our legitimate interest of supporting and resourcing BUGB 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 at <http://www.scba.org.uk/legal-information.html>
- Relevant church(es) and church ministers
- Other Denominational Safeguarding Officers
- Police, Social Services, Local Authority Designated Officers and other statutory agencies

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.

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 <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 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/>.

