



# **Moira Baptist Church**

## **DATA PRIVACY NOTICE**

## **1. 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 processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

The personal data collected and/or held by Moira Baptist Church (MBC) may include:

- Personal Information (Name/address/DOB/contact details/email address/national insurance number)
- Copy of identity documents (for the purposes of AccessNI checks)
- AccessNI enhanced disclosure No. and outcome
- Details person/s parental responsibility
- Recruitment information (application forms/CV/references/copies of qualifications)
- Employment records (including job titles/work history/annual leave)
- Salary/tax information
- Pension
- Bank account details
- Photographs/videos
- Special categories (safeguarding forms/accident/incident forms)

## **2. Who are we?**

We, Moira Baptist Church, are the data controller (contact details below). This means that we decide how your personal data is processed and for what purposes.

## **3. How do we process your personal data?**

Moira Baptist Church, 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 provide pastoral care
- To communicate with you
- To administer membership records
- To manage our employees and volunteers, including for recruitment and safeguarding purposes
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, events, meetings, activities and services
- To operate MBC website

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

- Processing is necessary for the purposes of legitimate interests pursued by us or a third party except where such interest are overridden by the interests, rights or freedoms of

the data subject. This is where we need to use your data to engage in our normal day to day activities e.g. keeping a record of your name and address on our membership list

- Explicit consent of the data subject so that we can keep you informed about news, events, activities, meetings and services.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid, safeguarding or under employment law.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union 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.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared for purposes connected with MBC. We will only share your data with third parties outside of MBC with your consent.

## **6. How long do we keep your personal data?**

MBC will only ever retain personal data for as long as it is necessary according to our retention schedule in our data protection policy.

In accordance with the General Data Protection Regulations, MBC does not store personal information indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature and sensitivity of the personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

## **7. 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 MBC holds about you
- The right to request that the MBC 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 MBC 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
- 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
- The right to lodge a complaint with the Information Commissioners Office

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, 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.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer

Mr Stephen McCarroll  
C/o Moira Baptist Church  
Clarehill Road  
Moira  
Craigavon  
BT67 0NS  
Co. Armagh

Mob: 07590661280

You can contact the Information Commissioners Office on 028 9027 8757 / 0303 123 1114 or email [ni@ico.org.uk](mailto:ni@ico.org.uk) or at the Information Commissioner's Office, Northern Ireland, 3<sup>rd</sup> Floor, 14 Cromac Place, Belfast, BT7 2JB.