**DURHAM CITY BAPTIST CHURCH – PRIVACY NOTICES**

Under Data Protection legislation the Charity Trustees of Durham City Baptist Church (the Deacons and Minister) are the Data Controller.

You have the right to ask to see any information we hold about you by submitting a ‘Subject Access Request’ to the Church Secretary. You also have the right to ask for information which you believe is incorrect to be rectified. If you are concerned about the way your information is being handled please speak to our Data Protection Deacon by ringing 0191 3865085 or emailing christineashton851@yahoo.co.uk. If you are still unhappy you have the right to complain to the Information Commissioners Office. If you do not want us to hold your information please tell the Church Secretary and all your information will be removed if possible.

**CHURCH ATTENDERS**

We collect information to enable the church to keep in touch with you, give you information about events at the church and provide pastoral support as appropriate. We also collect financial information about donations you make and expense payments we pay you directly from the church’s bank account. We may store and display photographs involving you in order to publicise the church. Data Protection legislation allows us to process all this information as we regard it as being in the church’s legitimate interest to keep you informed of events, be able to provide you with pastoral support and publicise the church. It is also in the church’s legitimate interest to keep clear financial records and historical photographic records.

Your Contact details

Your contact details may be recorded by the Church Secretary, the Minister, and the notice sheet distributor on paper and on their personal computers which are password protected. Your contact details will be removed from their computers once you are no longer an attender of the church – unless you ask to remain as one of our “church friends”.

If you have a key role in the church, we may display your name and contact details on the church website, or pass on your name and contact details to the Baptist Union of Great Britain (BUGB) and/or the Northern Baptist Association (NBA) (of which we are members) to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide what information is shared.

If you choose to become a church member your name will be recorded in the church’s membership book. Your name will stay in this book after you leave the church, as a permanent historical record of past members.

Pastoral information

To enable us to provide adequate pastoral support to you and your family, the Minister may record information which is regarded as sensitive on paper or in password protected documents on the minister’s computer and will be retained while you are still attending the church. This information will not be disclosed to anyone else without your consent.

Financial information

If you send donations directly into the church bank account, details of your donations will be printed on bank statements and recorded by the Treasurer on a computer file.

If you choose to receive expenses payments by internet banking, your bank details are held on internet banking and accessed by the Treasurer. This information will be held as long as you attend the church or until you ask the Treasurer to change or remove the bank details. Your name may be printed on bank statements identifying the expenses payments made, and also recorded in the Treasurer’s computer file. Bank statements are retained for 7 years.

All financial computer files are password protected and are printed off at the end of each year. These files are retained indefinitely on both paper and as computer files as historical records and stored at the treasurer’s house and the Bookkeeper’s house. Financial information is shared annually with the independent examiner of the church accounts.

Safeguarding information

We keep information to ensure the safety of all children and adults at risk associated with the church. If somebody expresses a safeguarding concern, they will inform the Designated Person for Safeguarding who will store the information on paper in a locked box for 75 years. Only the Designated Person for Safeguarding has access to this data. Data protection legislation allows us to process this information as we have a legal duty to keep it and share it, if appropriate, with social services.

Photographs

If photographs are taken in church services or other church events and this could be sensitive data. We will therefore ask your written permission to take photographs of you, and store them in password protected computer files as a historical record. From time to time they may be displayed publicly including on our website.

**GIFT AID RECORDS**

We are collecting information concerning gift aid to enable the church to claim gift aid rebates from HMRC relating to donations given to the church. Data Protection legislation allows us to process this information as we regard it as being in the church’s legitimate interest to keep clear financial records. If you do not want us to process this information, then we cannot make gift aid claims on your behalf. If you have donated by gift aid in the past, then your information cannot be removed as we have an obligation to HMRC to retain gift aid records.

Your name and address are stored in a paper file on the gift aid declaration that you completed when you first started to be a gift aider. This file remains at the Gift Aid Coordinator’s house. Only the Gift Aid Coordinator has access to this file. This information is kept for 7 years after you stop being an active donor.

All your donations are recorded on computer files by the Gift Aid Coordinator and these are password protected. It is also printed off and held in a file at the Treasurer’s house. Only the Gift Aid Coordinator has access to this information which is kept for 7 years. It is necessary to keep the information in case HMRC queries a gift aid claim. The information will only be disclosed to HMRC.

**HEROES**

We collect information to enable us to contact you if we require your child to be collected before the end of the session, to ensure we have appropriate medical information concerning your child (including food allergies) and to keep in touch with you and provide information regarding events at Church.

Your Contact details

Your child’s details (name, address, date of birth, medical information, and the name and telephone number of their parent/guardian), as provided on the Registration Form completed when the child first attends Heroes and updated at the beginning of the school year in September, are kept in a file in a locked filing cabinet at church. Your child’s name is also recorded on a weekly attendance register, which is kept in the same locked cabinet. Registration forms are destroyed three years after your child ceases to attend Heroes. The Attendance Registers are kept indefinitely.

Safeguarding Information

We keep information to ensure the safety of all children at risk who have contact with the church. For information about this, please see our Safeguarding Privacy Statement.

**GIRLS’ BRIGADE**

We collect information to enable us to contact you if we require your child to be collected before the end of the session, to ensure we have appropriate medical information concerning your child (including food allergies and additional needs), and to keep in touch with you and provide information regarding events at Church. We may also collect information regarding payments you have made in cash or to the bank account for subscriptions, or other expenses in order to maintain clear financial records.

Your Contact details

Your child’s details (name, address, date of birth, medical information, and the name, address, email and telephone number of their parent/guardian), as provided on the Annual Consent Form completed when the child first attends Girls Brigade and updated at the beginning of the school year in September, are kept in a file in a locked filing cabinet at church. Your child’s name is also recorded on a weekly attendance register, which is kept in the same locked cabinet. Annual Consent forms are kept indefinitely unless you request for your child’s form to be destroyed after they have left and also the Attendance Registers are kept indefinitely.

Financial Information

Money that you pay to the GB treasurer will be recorded with your name. Also if you pay money directly to the GB bank account your name may appear on bank statements. Financial information will be kept on the GB treasurer’s computer which is password protected, and printed records and bank statements are kept at the treasurer’s home. The treasurer’s records may be kept indefinitely. Bank statements will be kept for 7 years and then destroyed.

Photographs

Photographs or videos may be taken of your child at GB or other church events, but only if you have given your permission. Photographs and videos will be stored securely on the church computer, but may be displayed from time to time for publicity, and may be retained indefinitely for historical purposes. Note that you have the opportunity on the Annual Consent Form to allow or disallow permission for photos to be used by GB locally or nationally.

Safeguarding Information

We keep information to ensure the safety of all children at risk who have contact with the church. For information about this, please see our Safeguarding Privacy Statement.

**WORKERS IN GROUPS FOR CHILDREN OR ADULTS AT RISK**

We are collecting information to enable us to safeguard all the children and adults at risk who are associated with the church.

If you want to help in a group for children or adults at risk, then you will be asked to complete an application form and give the names of two referees. The application form and references are stored by the minister at the minister’s home and are locked away for 75 years. Data Protection legislation allows us to process this information because the processing is necessary for the legitimate interests of the church to ensure your suitability to work with children and respond to any safeguarding queries which may arise in the future.

When you are accepted as a worker in a group for children or adults at risk, your name will be added to the Safeguarding Register, which includes your DBS status, and training completed. Data Protection legislation allows us to process this information because processing is necessary for the legitimate interests of the church to ensure the safety of children and adults at risk in our care. This is recorded on a computer file which is password protected. Only the safeguarding deacon and minister have access to this information.

If you agree to a DBS check, then the results of this check may include sensitive personal data. Data Protection legislation allows us to process this information as it is necessary for the legitimate interests of the church to ensure the safety of the children in our care, and also you have given your explicit consent for us to process the data. The Safeguarding Deacon records the results of DBS checks and re-checks on the DBS update service annually for all workers. These results are recorded on a password protected computer file. Where sensitive information relating to convictions is obtained, the paper information is locked away. This information is retained while the person concerned is still involved in work with children or vulnerable adults. DBS data is shared with Due Diligence Checking, the organisation which handles the DBS check, and if problems arise your data may also be shared with the Safeguarding team at Baptist Union of Great Britain (BUGB) and also the Northern Baptist Association (NBA) safeguarding representative.

Your contact details are held by the safeguarding deacon in order to notify you about safeguarding training opportunities. Data Protection legislation allows us to process this information because processing is necessary for the legitimate interests of the church to safeguard children and adults at risk.

If you do not want us to keep the data we hold, it may mean that you cannot be involved the church’s work with children or adults at risk.

**ROOM HIRE**

As you hire rooms from the Church, your name, address, telephone number, email address, Public Liability Insurance and financial details will be held electronically on a password protected laptop and on paper in a file in a locked filing cabinet at Church, accessed only by the Church’s rooms booking team, to be held for a period of 3 years. Financial information relating to your payments may be held by the treasurer and CBK for 7 years. Data Protection legislation allows us to process this information, as we regard it as being in the Church’s legitimate interest to keep contact with you and maintain clear financial records.

**ORGANISATIONS AND INDIVIDUALS WHO DO WORK FOR US**

If we are in contact with you to discuss potential work for the church, your name and contact details will be held on a password protected computer and accessed only by the Minister, and Deacons, to be held indefinitely as a means to include you in this and future opportunities of work. Data Protection legislation allows us to process this information, which may include financial information and also your bank details, to maintain clear financial records, as we regard it as being in the church’s legitimate interest to do so.