



# SUTTON COLDFIELD BAPTIST CHURCH

*Making Sense of Life Together. Sharing the Love of Jesus*

## Data Privacy Policy

Published policies and procedures do not form part of any contract of employment

Sutton Coldfield Baptist Church  
Trinity Hill, Sutton Coldfield, B72 1TA  
0121 355 5088  
[www.scbc.org.uk](http://www.scbc.org.uk)

Registered Charity Number 1199202

Sutton Coldfield Baptist Church is registered with the Charity Commission for England and Wales and operates as a Charitable Incorporated Organisation

# Introduction

Sutton Coldfield Baptist Church stores and processes data as part of the fulfilment of its charitable purposes. This policy outlines the following areas:

- Principles
- Who we are
- The information we hold
- How your information is used
- How your information is stored
- ChurchSuite
- Our website
- CCTV
- Controlling your data
- Further information

# Who we are

Sutton Coldfield Baptist Church is a Baptist church and Charitable Incorporated Organisation registered with the Charity Commission for England and Wales (charity number 1199202).

The organisation is governed by a group of Trustees who share ultimate responsibility for governing the charity, directing how it is managed and run.

|                         |  |
|-------------------------|--|
| Data Controller         | Trustees of Sutton Coldfield Baptist Church                  |
| Data Protection Officer | Administration Team Leader<br>Mark Steel<br>mark@scbc.org.uk |

# Principles

Sutton Coldfield Baptist Church is committed to protecting your privacy and processing data lawfully. We therefore:

- Aim to be clear when we collect your information and not do anything you wouldn't reasonably expect.
- Always store data securely to prevent unlawful or unauthorised processing, access, loss, damage or destruction.
- Communicate with you according to your preferences and give you control over those preferences.
- Will not share personally identifiable information with any other organisation without your consent except in matters pertaining to safeguarding and our Safeguarding Policy.
- Act in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.
- Will respond to and address any data related questions submitted in writing.

## The information we hold

The activities undertaken by Sutton Coldfield Baptist Church are broad resulting in a wide variety of data types. The information we collect may therefore, depending on your engagement with us, include some or all of the following:

- Name, address, date of birth, gender, email, telephone number
- Connections between database records (i.e. parent – child)
- Baptism and Church Member information
- DBS (Disclosure and Barring Service) checks
- Records of training and policies (i.e. food hygiene training)
- Small group and rota participation
- Emergency contact and medical information
- Financial giving information including transactional data and Gift Aid records
- General correspondence including paper and email
- Food bank visitor needs and visit dates
- Room booking information

## How your information is used

We aim to be clear when we collect your information and not do anything you wouldn't reasonably expect. General information is used to keep in contact with you about the activities of Sutton Coldfield Baptist Church and, where appropriate, provide pastoral support.

Booking and activity information is used in order to fulfil our contract with you and provide you with updates relating to that activity. For certain activities it may be necessary to share your information with activity leaders who will use your data exclusively in connection with the activity.

Children and young people's information is used to provide safe activities and ensure we can contact parents/guardians in an emergency.

Church Members will always be contacted about matters relating to Church Membership and Church Members' Meetings in line with our constitution.

To enable us to provide adequate pastoral support to you and your family, we may record information that may be regarded as sensitive. This information will be held confidentially and not discussed with anyone else without your consent.

Food bank visit information which may be compared with data at our partner food bank (Sutton Coldfield United Reformed Church) to coordinate the best possible provision.

If a member of the church community asks for contact information via the church office, we will instead send their details directly to you in order that you may make contact with them.

We may also use your data:

- When it is necessary for medical purposes (for example in a medical emergency)
- To protect you or another person's vital interests
- When you provide consent to do so
- When we are required by law or as part of an investigation
- For purposes pertaining to safeguarding and our Safeguarding Policy.

## How your information is stored

Your information is stored within Sutton Coldfield Baptist Church systems, access to which is limited and restricted to those who require access as part of their role. Systems are password protected.

Information stored in paper form is stored securely locked in the Church Office and access restricted.

## ChurchSuite

Sutton Coldfield Baptist Church utilises a Church Management System (CMS) called ChurchSuite. This system is the primary record for personal information.

Should you wish, your personal ChurchSuite record can be accessed and updated online. You can control the contact information visible to other Sutton Coldfield Baptist Church people on ChurchSuite.

## Our website

### Contact Forms

The Sutton Coldfield Baptist Church website ([www.scbc.org.uk](http://www.scbc.org.uk)) collects personal information when you submit information via a contact form or send us an email. Please do not submit information which you do not wish to be held by us.

### Cookies

Like many websites, our site uses cookies to help analyse data about website traffic. These are small data files stored by the browser which help us to improve our site and deliver the best possible browsing experience. The information we collect is anonymous.

Our site is set to 'allow all cookies' to provide you with the best experience. You can disable cookies in your browser. More information about this can be found here: <https://www.wikihow.com/Disable-Cookies>.

## CCTV

Some areas of our premises are covered by CCTV for the purposes of crime prevention and safety. Please contact the Data Protection Officer for more information.

# Controlling your data

## Accessing your personal data

At any time you may access your personal data by making a request in writing to the Data Protection Officer. Unless otherwise indicated, your data will be provided within 30 days.

## Contact preferences

You may at any time update or change your preferred methods of being contacted. This can be done by unsubscribing from our general emails, updating your preferences in ChurchSuite, or contacting the Church Office. Note there are certain circumstances when we will continue to contact you including; Church Member information for Church Members, information relating to children and young people in our activities, information relating to safeguarding and our Safeguarding policy, and in order to fulfil a contract with you.

## Updating incorrect data

Please inform us of any changes or corrections to your data by contacting the Church Office.

## Removing data

At your request we will remove any data held about you. Requests should be made in writing to the Data Protection Officer.

Some information is outside the scope of data erasure in line with Baptist Union safeguarding and data retention policies, and our Safeguarding Policy.

# Further information

If you require further information or wish to make a comment or complaint please contact the Data Protection Officer who will be happy to assist.

Following this, if you are not satisfied with the handling of a complaint, it can be directed to the Church Leadership Team for review.

If after review by the Church Leadership Team you are not satisfied you have the right to direct your complaint to the Information Commissioners Office (ICO).