

BUGB Privacy Notice (Annual Returns)

We are the **Baptist Union of Great Britain** (“BUGB”, “we”, “us”), a charity registered in England and Wales under charity number 1125912. Our contact details are:

Address: The Baptist Union Of Great Britain, Po Box 44, Didcot, OX11 8RT

Email: www.baptist.org.uk/contactus

Telephone: 01235 517700

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 Legal Services Manager (Caroline Sanderson) is our **Data Protection Officer** and she is the person responsible for matters relating to the protection of personal data. She can be contacted at the address above or by email (dataprotection@baptist.org.uk) or phone 01235 517700.

We are registered with the Information Commissioner’s Office (“ICO”) with registration number Z5717589

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 through our Annual Return process

We will process the information which is provided to us through the person who completes your church’s Annual Return. This can include (but is not limited to) your name, address, email address, phone number(s) and the roles you hold within your church.

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 2018 on which we rely to justify such data processing.

Purpose	Legal grounds
To enable us to effectively support our member churches by ensuring relevant information is provided to the appropriate people.	This information is necessary for our legitimate interest to properly support our 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 your 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 www.baptist.org.uk/privacy
- Our Mailing Company to enable copies of the 'Baptists Together' magazine to be posted to Church Secretaries
- MailChimp (names and email addresses only) who facilitate our regular e-mailings.
- Individuals who contact us asking for details of a BUGB member church will be given the name and contact details of the person we have listed as the main contact (normally the Church Secretary or Administrator) of that church
- Individuals who contact us asking for details of an Accredited Baptist Minister will be given the contact details that we hold.

5. WHERE WE KEEP YOUR PERSONAL DATA

All your personal information covered by this policy will be stored in the UK. 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.

Please note that our regular mailings are facilitated through 'MailChimp' which may process this data in the United States. 'MailChimp' participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework. You have the right to unsubscribe from such mailings at any time.

6. RETENTION OF DATA

We will keep the personal information covered by this policy 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 www.baptist.org.uk/GDPR. You can exercise your rights or obtain more information about them by contacting our Data Protection Officer [Email: dataprotection@baptist.org.uk or ring 01235 517700]

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/>.