

## BUGB Privacy Notice (Ministries Team)

We are the **Baptist Union of Great Britain** (“BUGB”, “we”, “us”), a charitable incorporated organisation registered in England and Wales under charity number 1181392. Our contact details are:

Address: The Baptist Union of Great Britain, PO Box 44, Didcot, OX11 8RT

Email: [www.baptist.org.uk/contactus](http://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](mailto: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 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 in writing, by email, phone or text. This can include (but is not limited to) your name, address, email address, phone number(s), the contents of your application, enrolment and newly accredited paperwork, documentation to maintain your accreditation, profiles for settlement, applications for further studies grants, self-disclosures, and information for disciplinary processes.

#### 2.2 Information we collect about you

In addition to the information which you provide to us directly, we will obtain additional information about you from relevant third parties in connection with your application for Ministerial Accreditation/Recognition and/or your ongoing Accreditation/Recognition status. This will include reports from your referees, Association and/or College. In addition, we may collect information as needed for pastoral support or disciplinary processes. In certain circumstances, this may include special category and criminal convictions etc data, where the lawful processing conditions (described below) are met.

### 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 (DPA) and the General Data Protection Regulation (GDPR) on which we rely to justify such data processing.

Purpose	Legal grounds
Processing your application for Ministerial Accreditation or Recognition	We will process your application for Accreditation or Recognition if you provide consent for us to do so. If you withdraw your consent then your application will be halted.
Assessing and maintaining your Ministerial Accreditation or Recognition status, which may involve processing special category and criminal convictions etc data (“criminal offence data”), to determine your suitability for ministry within the Baptist family and to safeguard against any risks posed to others by those who work in Baptist ministry or Baptist churches.	<p>We process information relating to your Accreditation or Recognition status as it is necessary for our legitimate interest of maintaining a national accreditation and recognition system.</p> <p>Where it is essential to process special category and criminal offence data, we will rely on the following legal grounds:</p> <p>Article 6(1)(f) GDPR where “processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.”</p> <p>Where it fulfils one of the substantial public interest conditions from Schedule 1, Part 2 of the Data Protection Act 2018, in particular, Conditions 10, 11, 12, 18 and 19 and Condition 31 from Schedule 1, Part 3 of the Data Protection Act 2018.</p> <p>See the BUGB Data Protection Policy and Appropriate Policy Document (Schedule 2 of the policy) on the BUGB website.</p>
Facilitating the Settlement Process	We will process the information you provide to us through your Nomination Profile and Nomination Form. By completing these forms, you are giving consent to allowing your information to be processed via the Settlement System. If you withdraw your consent then you will be removed from the Settlement system.

Providing pastoral support to you, your immediate family, and in the event of your death, your survivors	This is necessary for our legitimate interest of supporting Baptist Ministers and BUGB member churches.
Dealing with complaints, concerns and disciplinary matters, which may involve processing special category and criminal offence data, to assess your suitability for ministry and to safeguard against any risks posed to others by those who work in Baptist ministry or Baptist churches.	This is necessary for our legitimate interest of supporting Baptist Ministers and BUGB member churches and maintaining a national accreditation and recognition system.  Where it is essential to process special category and criminal offence data, we will rely on the legal grounds in Schedule 1 DPA 2018 Conditions 10, 11, 12, 18, 19 and 31 as set out above.
Facilitating the reinstatement process	We will process your application for the reinstatement of your accreditation or recognition status if you provide consent for us to do so. If you withdraw your consent then your application will be halted.
Processing waivers in line with a church's property trusts	This is necessary for our legitimate interest of supporting 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 your information with:

- Our employees, contractors and volunteers, including the Ministerial Recognition Committee or a sub-committee of the MRC, 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](http://www.baptist.org.uk/privacy)
- Churches and other employing bodies as appropriate
- The Baptist Ministers Fellowship
- Psalms & Hymns Trust
- The United Board
- Counsellors, professional supervisors and risk assessment consultants
- The Police and Social Services and other statutory agencies
- The Disclosure and Barring Service and our DBS Checking Company
- Other denominations
- Our professional advisors, including our solicitors.

## **5. WHERE WE KEEP YOUR PERSONAL DATA**

All your personal information covered by this policy will be stored within 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.

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 Schedule 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](http://www.baptist.org.uk/GDPR). You can exercise your rights or obtain more information about them by contacting our Data Protection Officer by email: [dataprotection@baptist.org.uk](mailto: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/>.