

Woodley Baptist Church

Data Protection Policy and Procedures

Including Data Retention Schedule

Adopted: 15/05/2018

Updated: June 2025

Next review due: June 2027

Woodley Baptist Church is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled. This policy explains our responsibilities and how we will meet them.

Contents

<u>Section A – What this policy is for</u>	3
1. Policy statement.....	3
2. Why this policy is important.....	3
3. How this policy applies to you & what you need to know.....	4
4. Training and guidance.....	5
<u>Section B – Our data protection responsibilities</u>	5
5. What personal information do we process?	5
6. Making sure processing is fair and lawful	6
7. When we need consent to process data	8
8. Processing for specified purposes	8
9. Data will be adequate, relevant and not excessive	8
10. Accurate data	9
11. Keeping data and destroying it.....	9
12. Security of personal data.....	9
13. Keeping records of our data processing	10
<u>Section C – Working with people we process data about (data subjects)</u>	10
14. Data subjects' rights	10
15. Direct marketing	10
<u>Section D – working with other organisations & transferring data</u>	11
16. Sharing information with other organisations	11
17. Data processors	11
18. Transferring personal data outside the United Kingdom (UK)	12
<u>Section E – Managing change & risks</u>	12
19. Data protection impact assessments	12
20. Dealing with data protection breaches	12
Schedule 1 – Definitions and useful terms.....	13
Schedule 2 – ICO Registration.....	14
Schedule 3 – Appropriate Policy Document	15
Schedule 4 - Data Retention Schedule	23

Section A – What this policy is for

1. Policy statement

- 1.1 Woodley Baptist Church is committed to protecting personal data and respecting the rights of our **data subjects**; the people whose **personal data** we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice.

We process personal data to help us:

- a) maintain our list of church members and regular attenders;
- b) provide pastoral support for members and others connected with our church;
- c) provide services to the community including Toddler Group, Foodbank, youth groups and groups for older people;
- d) safeguard children, young people and adults at risk;
- e) recruit, support and manage staff and volunteers;
- f) maintain our accounts and records;
- g) claim Gift Aid from HMRC;
- h) promote our services;
- i) respond effectively to enquirers and handle any complaints.

- 1.2 This policy has been approved by the church's Charity Trustees who are responsible for ensuring that we comply with all our legal obligations. It sets out the legal rules that apply whenever we obtain, store or use personal data.

2. Why this policy is important

- 2.1 We are committed to protecting personal data from being misused, getting into the wrong hands as a result of poor security or being shared carelessly, or being inaccurate, as we are aware that people can be upset or harmed if any of these things happen.
- 2.2 This policy sets out the measures we are committed to taking as an organisation and what each of us will do to ensure we comply with the relevant legislation.
- 2.3 In particular, we will make sure that all personal data is:
- a) processed **lawfully, fairly and in a transparent manner**;
 - b) processed for **specified, explicit and legitimate purposes** and not in a manner that is incompatible with those purposes;
 - c) **adequate, relevant and limited to what is necessary** for the purposes for which it is being processed;
 - d) **accurate** and, where necessary, up to date;

- e) **not kept longer than necessary** for the purposes for which it is being processed;
- f) processed in a **secure** manner, by using appropriate technical and organisational means;
- g) processed in keeping with the **rights of data subjects** regarding their personal data.

3. **How this policy applies to you & what you need to know**

- 3.1 **As an employee, trustee or volunteer** processing personal information on behalf of the church, you are required to comply with this policy. If you think that you have accidentally breached the policy it is important that you contact our Data Protection Trustee immediately so that we can take swift action to try to limit the impact of the breach.

Anyone who breaches the Data Protection Policy may be subject to disciplinary action, and where that individual has breached the policy intentionally, recklessly, or for personal benefit they may also be liable to prosecution or to regulatory action.

- 3.2 **As a leader/manager:** You are required to make sure that any procedures for which you are responsible, that involve personal data, follow the rules set out in this Data Protection Policy.
- 3.3 **As a data subject of Woodley Baptist Church:** We will handle your personal information in line with this policy.
- 3.4 **As an appointed data processor/contractor:** Companies who are appointed by us as a data processor are required to comply with this policy under the contract with us. Any breach of the policy will be taken seriously and could lead to us taking contract enforcement action against the company, or terminating the contract. Data processors have direct obligations under the UK GDPR, primarily to only process data on instructions from the controller (us) and to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk involved.
- 3.5 **Our Data Protection Trustee** is responsible for advising Woodley Baptist Church and its staff and members about their legal obligations under data protection law, monitoring compliance with data protection law, dealing with data security breaches and with the development of this policy. Any questions about this policy or any concerns that the policy has not been followed should be referred to them at DataProtection@Woodleybc.org
- 3.6 Before you collect or handle any personal data as part of your work (paid or otherwise) for Woodley Baptist Church, it is important that you take the time to read this policy carefully and understand what is required of you, as well as the organisation's responsibilities when we process data.

- 3.7 Our procedures will be in line with the requirements of this policy, but if you are unsure about whether anything you plan to do, or are currently doing, might breach this policy you must first speak to the Data Protection Trustee.

4. Training and guidance

- 4.1 We will provide regular general training for all staff to raise awareness of their obligations and our responsibilities, as well as to outline the law.
- 4.2 We may also issue procedures, guidance or instructions from time to time. Managers/leaders must set aside time for their team to look together at the implications for their work.

Section B – Our data protection responsibilities

5. What personal information do we process?

- 5.1 In the course of our work, we may collect and process information (personal data) about many different people (data subjects). This includes data we receive straight from the person it is about, for example, where they complete forms or contact us. We may also receive information about data subjects from other sources including, for example, previous employers.
- 5.2 We process personal data in both electronic and paper form and all this data is protected under data protection law. The personal data we process can include information such as names and contact details, education or employment details, financial details and visual images of people.
- 5.3 In some cases, we hold types of information that are called “**special categories**” of data in the UK GDPR. This personal data can only be processed under strict conditions.

‘Special categories’ of data (as referred to in the UK GDPR) includes information about a person’s: racial or ethnic origin; political opinions; religious or similar (e.g. philosophical) beliefs; trade union membership; health (including physical and mental health, and the provision of health care services); genetic data; biometric data; sexual life and sexual orientation.

Special category personal data does not include personal data about criminal allegations, proceedings or convictions, as separate rules apply. Other than in the circumstances described in paragraphs 5.4 to 5.8 below, information relating to criminal convictions and offences should not be processed unless the processing is authorised by law or is carried out under the control of official authority. Special category personal data can only be processed under strict conditions, including the

data subjects' explicit consent (although other alternative conditions can apply in limited, very specific circumstances as described below).

We will not hold information relating to criminal proceedings or offences or allegations of offences unless there is a clear lawful basis to process this data.

- 5.4 We may process information relating to criminal proceedings or offences or allegations of offences to safeguard against any risks posed to others under Article 6(1)(f) UK GDPR where the processing is necessary for the purposes of the legitimate interests of Woodley Baptist Church but not 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.
- 5.5 We may also process special category or criminal convictions etc data ("criminal offence data") where it fulfils one of the substantial public interest conditions under Schedule 1, Part 2 of the Data Protection Act 2018, in particular, Conditions 10, 11, 12, 18 and 19.
- 5.6 We may also seek to obtain, use and retain criminal offence data in reliance upon Condition 31 relating to criminal convictions under Schedule 1, Part 3 of the Data Protection Act 2018.
- 5.7 For the purposes of Schedule 1, Part 4 of the Data Protection Act 2018, more information about Woodley Baptist Church's processing of special category and criminal convictions data under Conditions 10, 11, 12, 18, 19 and 31 can be found in the "Appropriate Policy Document" in Schedule 3 of this policy.
- 5.8 The processing of special category and criminal convictions data described in paragraphs 5.4 to 5.8 will only ever be carried out on the advice of statutory authorities, the Ministries Team of the Baptist Union of Great Britain or our Regional Association Safeguarding contact person.
- 5.9 Other data may also be considered 'sensitive' such as bank details, but will not be subject to the same legal protection as the types of data listed above.

6. Making sure processing is fair and lawful

- 6.1 Processing of personal data will only be fair and lawful when the purpose for the processing meets a legal basis, as listed below, and when the processing is transparent. This means we will provide people with an explanation of how and why we process their personal data at the point we collect data from them, as well as when we collect data about them from other sources.

How can we legally use personal data?

6.2 Processing of personal data is only lawful if at least one of these legal conditions, as listed in Article 6 of the UK GDPR, is met:

- a) the processing is **necessary for a contract** with the data subject;
- b) the processing is **necessary for us to comply with a legal obligation**;
- c) the processing is necessary to protect someone's life (this is called "**vital interests**");
- d) the processing is necessary for us to perform a task in the **public interest**, and the task has a clear basis in law;
- e) the processing is **necessary for legitimate interests** pursued by Woodley Baptist Church or another organisation, unless these are overridden by the interests, rights and freedoms of the data subject.
- f) If none of the other legal conditions apply, the processing will only be lawful if the data subject has given their clear **consent**.

How can we legally use 'special categories' of data?

6.3 Processing of 'special categories' of personal data is only lawful when, in addition to the conditions above, one of the extra conditions, as listed in Article 9 of the GDPR, is met. These conditions include where:

- a) the processing is necessary for **carrying out our obligations under employment and social security and social protection law**;
- b) the processing is necessary for **safeguarding the vital interests** (in emergency, life or death situations) **of an individual** and the data subject is incapable of giving consent;
- c) the processing is carried out in the **course of our legitimate activities** and only relates to our members or persons we are in regular contact with in connection with our purposes;
- d) the processing is necessary for **pursuing legal claims**.
- e) If none of the other legal conditions apply, the processing will only be lawful if the data subject has given their **explicit consent**.

6.4 Before deciding which condition should be relied upon, we may refer to the original text of the UK GDPR as well as any relevant guidance, and seek legal advice as required.

What must we tell individuals before we use their data?

6.5 If personal data is collected directly from the individual, we will inform them about; our identity/contact details and those of the Data Protection Trustee, the reasons for processing, and the legal bases, including explaining any automated decision making

or profiling, explaining our legitimate interests, and explaining, where relevant, the consequences of not providing data needed for a contract or statutory requirement; who we will share the data with; if we plan to send the data outside of the United Kingdom; how long the data will be stored and the data subject's rights.

This information is commonly referred to as a 'Privacy Notice'.

This information will be given at the time when the personal data is collected.

- 6.6 If data is collected from another source, rather than directly from the data subject, we will provide the data subject with the information described in section 6.5 as well as the categories of the data concerned and the source of the data.

This information will be provided to the individual in writing and no later than within **1 month** after we receive the data, unless a legal exemption under the UK GDPR applies. If we use the data to communicate with the data subject, we will at the latest give them this information at the time of the first communication.

If we plan to pass the data onto someone else outside of Woodley Baptist Church, we will give the data subject this information before we pass on the data.

7. When we need consent to process data

- 7.1 Where none of the other legal conditions apply to the processing, and we are required to get consent from the data subject, we will clearly set out what we are asking consent for, including why we are collecting the data and how we plan to use it. Consent will be specific to each process we are requesting consent for and we will only ask for consent when the data subject has a real choice whether or not to provide us with their data.
- 7.2 Consent can however be withdrawn at any time and if withdrawn, the processing will stop. Data subjects will be informed of their right to withdraw consent and it will be as easy to withdraw consent as it is to give consent.

8. Processing for specified purposes

- 8.1 We will only process personal data for the specific purposes explained in our privacy notices (as described above in section 6.5) or for other purposes specifically permitted by law. We will explain those other purposes to data subjects in the way described in section 6, unless there are lawful reasons for not doing so.

9. Data will be adequate, relevant and not excessive

- 9.1 We will only collect and use personal data that is needed for the specific purposes described above (which will normally be explained to the data subjects in privacy notices). We will not collect more than is needed to achieve those purposes. We will not collect any personal data "just in case" we want to process it later.

10. Accurate data

- 10.1 We will make sure that personal data held is accurate and, where appropriate, kept up to date. The accuracy of personal data will be checked at the point of collection and at appropriate points later on.

11. Keeping data and destroying it

- 11.1 We will not keep personal data longer than is necessary for the purposes for which it was collected. We will comply with official guidance issued to our sector about retention periods for specific records.
- 11.2 Information about how long we will keep records can be found in our Data Retention Schedule (Schedule 4 of this document).

12. Security of personal data

- 12.1 We will use appropriate measures to keep personal data secure at all points of the processing. Keeping data secure includes protecting it from unauthorised or unlawful processing, or from accidental loss, destruction or damage.
- 12.2 We will implement security measures which provide a level of security which is appropriate to the risks involved in the processing.

Measures will include technical and organisational security measures. In assessing what measures are the most appropriate we will take into account the following, and anything else that is relevant:

- a) the quality of the security measure;
 - b) the costs of implementation;
 - c) the nature, scope, context and purpose of processing;
 - d) the risk (of varying likelihood and severity) to the rights and freedoms of data subjects;
 - e) the risk which could result from a data breach.
- 12.3 Measures may include:
- a) technical systems security;
 - b) measures to restrict or minimise access to data;
 - c) measures to ensure our systems and data remain available, or can be easily restored in the case of an incident;
 - d) physical security of information and of our premises;
 - e) organisational measures, including policies, procedures, training and audits;
 - f) regular testing and evaluating of the effectiveness of security measures.

13. Keeping records of our data processing

- 13.1 To show how we comply with the law we will keep clear records of our processing activities and of the decisions we make concerning personal data (setting out our reasons for those decisions).

Section C – Working with people about whom we process data (data subjects)

14. Data subjects' rights

- 14.1 We will process personal data in line with data subjects' rights, including their right to:
- a) request access to any of their personal data held by us (known as a Subject Access Request);
 - b) ask to have inaccurate personal data changed;
 - c) restrict processing, in certain circumstances;
 - d) object to processing, in certain circumstances, including preventing the use of their data for direct marketing;
 - e) data portability, which means to receive their data, or some of their data, in a format that can be easily used by another person (including the data subject themselves) or organisation;
 - f) not be subject to automated decisions, in certain circumstances; and
 - g) withdraw consent when we are relying on consent to process their data.
- 14.2 If a colleague receives any request from a data subject that relates or could relate to their data protection rights, this will be forwarded to our Data Protection Trustee **immediately**.
- 14.3 We will act on all valid requests as soon as possible, and at the latest within **one calendar month** from the date of receipt of the request, unless we have reason to extend the timescale and can lawfully do so. This can be extended by up to two months in some circumstances.
- 14.4 All data subjects' rights are provided free of charge.
- 14.5 Any information provided to data subjects will be concise and transparent, using clear and plain language.

15. Direct marketing

- 15.1 We will comply with the rules set out in the UK GDPR, the Privacy and Electronic Communications Regulations (PECR) and any laws which may amend or replace the regulations around **direct marketing**. This includes, but is not limited to, when we

make contact with data subjects by post, email, text message, social media messaging, telephone (both live and recorded calls) and fax.

Direct marketing means the communication (by any means) of any advertising or marketing material which is directed, or addressed, to individuals. “Marketing” does not need to be selling anything, or be advertising a commercial product. It includes contact made by organisations to individuals for the purposes of promoting the organisation’s aims.

- 15.2 Any direct marketing material that we send will identify Woodley Baptist Church as the sender and will describe how people can object to receiving similar communications in the future. If a data subject exercises their right to object to direct marketing we will stop the direct marketing as soon as possible.

Section D – working with other organisations & transferring data

16. Sharing information with other organisations

- 16.1 We will only share personal data with other organisations or people when we have a legal basis to do so and if we have informed the data subject about the possibility of the data being shared (in a privacy notice), unless legal exemptions apply to informing data subjects about the sharing. Only authorised and properly instructed staff and Trustees are allowed to share personal data.
- 16.2 We will keep records of information shared with a third party, which will include recording any exemptions which have been applied, and why they have been applied. We will follow the ICO’s statutory [Data Sharing Code of Practice](#) (or any replacement code of practice) when sharing personal data with other data controllers. Legal advice will be sought as required.

17. Data processors

- 17.1 Before appointing a contractor who will process personal data on our behalf (a data processor) we will carry out due diligence checks. The checks are to make sure the processor will use appropriate technical and organisational measures to ensure the processing will comply with data protection law, including keeping the data secure, and upholding the rights of data subjects. We will only appoint data processors who can provide us with sufficient guarantees that they will do this.
- 17.2 We will only appoint data processors on the basis of a written contract that will require the processor to comply with all relevant legal requirements. We will continue to monitor the data processing, and compliance with the contract, throughout the duration of the contract.

18. Transferring personal data outside the United Kingdom (UK)

- 18.1 Personal data cannot be transferred (or stored) outside of the United Kingdom unless this is permitted by the UK GDPR. This includes storage on a “cloud” based service where the servers are located outside the UK.
- 18.2 We will only transfer data outside the UK where it is permitted by one of the conditions for non-UK transfers in the UK GDPR.

Section E – Managing change & risks

19. Data protection impact assessments

- 19.1 When we are planning to carry out any data processing which is likely to result in a high risk we will carry out a Data Protection Impact Assessment (DPIA). These include situations when we process data relating to vulnerable people, trawling of data from public profiles, using new technology, and transferring data outside the UK. Any decision not to conduct a DPIA will be recorded.
- 19.2 We may also conduct a DPIA in other cases when we consider it appropriate to do so. If we are unable to mitigate the identified risks such that a high risk remains we will consult with the ICO.
- 19.3 DPIAs will be conducted in accordance with the ICO’s guidance on Data Protection Impact Assessments.

20. Dealing with data protection breaches

- 20.1 Where trustees, staff, volunteers, or contractors working for us, think that this policy has not been followed, or data might have been breached or lost, this will be reported **immediately** to the Data Protection Trustee.
- 20.2 We will keep records of personal data breaches, even if we do not report them to the ICO.
- 20.3 We will report all data breaches which are likely to result in a risk to any person, to the ICO. Reports will be made to the ICO within **72 hours** from when someone in the church becomes aware of the breach.
- 20.4 In situations where a personal data breach causes a high risk to any person, we will (as well as reporting the breach to the ICO), inform data subjects whose information is affected, without undue delay.
This can include situations where, for example, bank account details are lost or an email containing sensitive information is sent to the wrong recipient. Informing data subjects can enable them to take steps to protect themselves and/or to exercise their rights.

Schedule 1 – Definitions and useful terms

The following terms are used throughout this policy and have their legal meaning as set out within the UK General Data Protection Regulations ("UK GDPR"). The UK GDPR definitions are further explained below:

Data controller means any person, company, authority or other body who (or which) determines the means for processing personal data and the purposes for which it is processed. It does not matter if the decisions are made alone or jointly with others.

The data controller is responsible for the personal data which is processed and the way in which it is processed. We are the data controller of data which we process.

Data processors include any individuals or organisations, which process personal data on our behalf and on our instructions e.g. an external organisation which provides secure waste disposal for us. This definition will include the data processors' own staff (note that staff of data processors may also be data subjects).

Data subjects include all living individuals who we hold or otherwise process personal data about. A data subject does not need to be a UK national or resident. All data subjects have legal rights in relation to their personal information. Data subjects that we are likely to hold personal data about include:

- a) the people we care for and support;
- b) our employees (and former employees);
- c) consultants/individuals who are our contractors or employees working for them;
- d) volunteers;
- e) tenants;
- f) trustees;
- g) complainants;
- h) supporters;
- i) enquirers;
- j) friends and family;
- k) advisers and representatives of other organisations.

ICO means the Information Commissioners Office which is the UK's regulatory body responsible for ensuring that we comply with our legal data protection duties. The ICO produces guidance on how to implement data protection law and can take regulatory action where a breach occurs.

Personal data means any information relating to a natural person (living person) who is either identified or is identifiable. A natural person must be an individual and cannot be a company or a public body. Representatives of companies or public bodies would, however, be natural persons.

Personal data is limited to information about living individuals and does not cover deceased people.

Personal data can be factual (for example, a name, address or date of birth) or it can be an opinion about that person, their actions and behaviour.

Privacy notice means the information given to data subjects which explains how we process their data and for what purposes.

Processing is very widely defined and includes any activity that involves the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing can also include transferring personal data to third parties, listening to a recorded message (e.g. on voicemail) or viewing personal data on a screen or in a paper document which forms part of a structured filing system. Viewing of clear, moving or stills images of living individuals is also a processing activity.

Special categories of data (as identified in the UK GDPR) includes information about a person's:

- a) Racial or ethnic origin;
- b) Political opinions;
- c) Religious or similar (e.g. philosophical) beliefs;
- d) Trade union membership;
- e) Health (including physical and mental health, and the provision of health care services);
- f) Genetic data;
- g) Biometric data;
- h) Sexual life and sexual orientation.

Schedule 2 – ICO Registration

Data Controller: Woodley Baptist Church

Registration Number: A8343111

Date Registered: 25/05/2018 **Registration Expires:** 28/05/2026

Address:

Hurricane Way
Woodley
Reading
RG5 4UX

Schedule 3 – Appropriate Policy Document

APPROPRIATE POLICY DOCUMENT – Woodley Baptist Church

Schedule 1, Part 4, Data Protection Act 2018: processing of special category and criminal offence data for the purposes of Parts 1, 2 or 3 of Schedule 1 of the Data Protection Act 2018.

Who we are

Woodley Baptist Church is an evangelical church and a member of the Baptist Union of Great Britain and Northern Ireland. The church is made up of its members who meet regularly to worship God and be encouraged in our faith, and for various outreach and social activities. We are based in our church building in Woodley, Reading. Our Mission statement is 'United in knowing Jesus and making Him known'

For further information on what we do, please visit our website: woodleybc.org

What this policy does

This policy explains how and why Woodley Baptist Church collects, processes and shares special category personal data about you and data relating to criminal convictions etc in order to carry out our functions, in accordance with the data protection principles set out in the UK General Data Protection Regulation (UK GDPR.) Pursuant to Part 4 of Schedule 1 of the Data Protection Act 2018 (DPA 2018), special category data (Parts 1 and 2 of Schedule 1), and data relating to criminal convictions etc (Part 3 of Schedule 1), can only be processed lawfully if it is carried out in accordance with this policy. Woodley Baptist Church staff, trustees and volunteers must therefore have regard to this policy when carrying out sensitive processing on our behalf.

Our approach to data protection

- Woodley Baptist Church is committed to ensuring that the collection and processing of personal data is carried out in accordance with the UK GDPR and the DPA 2018.
- This is implemented through the provision of training for all staff, trustees and volunteers on data protection to ensure compliance with our policies and procedures.
- Woodley Baptist Church values openness and transparency, and we have committed to and published a number of policies and processes to assist data subjects and to explain how we handle personal data. These include the Woodley Baptist Church data protection policy, our data retention schedule and the privacy notices on our website [woodleybc.org] which describe what information we hold, why we hold it, the legal basis for holding it, who we share it with, and the period we will hold it for.
- Woodley Baptist Church has appointed a Data Protection Trustee, who is Jane van Es. The Data Protection Trustee has the day to day responsibility for ensuring that the information Woodley Baptist Church collects is necessary for the purposes required and is not kept in a manner that can identify the individual any longer than necessary. Data protection training is provided for all new staff and volunteers and regular updates on data protection are provided to staff, trustees and volunteers, to ensure that everyone is familiar with Woodley Baptist Church's data protection

policies and procedures and in particular the processing of any special category and criminal offence data. The Data Protection Trustee will review any Data Protection Impact Assessments for Woodley Baptist Church.

- Due to the nature of the activities performed by Woodley Baptist Church, the church may need to share information with other organisations e.g. the Baptist Union of Great Britain and the Southern Counties Baptist Association and third parties, including statutory bodies and professional advisers, details of which can be found in our privacy notice at woodleybc.org.

The data protection principles

In summary, Article 5 of the UK GDPR states that personal data shall be:

- processed lawfully, fairly and transparently
- collected for specific and legitimate purposes and processed in accordance with those purposes
- adequate, relevant and limited to what is necessary for the stated purposes
- accurate and, where necessary, kept up-to-date
- retained for no longer than necessary, and
- kept secure

Special category data and criminal convictions etc data

Special category data

Personal data refers to any information by which a living individual can be identified. Individual identification can be by information alone or in conjunction with other information. Certain categories of personal data have additional legal protections when being processed. These categories are referred to in the legislation as “special category data” and are data concerning:

- health
- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data
- sex life or sexual orientation

Criminal convictions etc data

The processing of criminal convictions etc data also has additional legal safeguards. Criminal convictions etc data (“criminal offence data”) includes information about criminal allegations, criminal offences, criminal proceedings and criminal convictions.

Special category and criminal offence data we process about you

Woodley Baptist Church collects, processes and shares special category and criminal convictions data where it is necessary in order to carry out our functions. This processing is usually carried by the Designated Person for Safeguarding, the Minister or certain charity trustees for the purpose of safeguarding against any risks posed to others in our church or attending our church activities by those who are involved in our church, to mitigate the risk of individuals committing criminal offences (including of a sexual nature) and to assess individuals' suitability for ministry or other work at Woodley Baptist Church including by reference to risks they may pose to others. These functions and the requisite processing of personal data are matters of substantial public interest.

If we process personal information about you, you are a "data subject." Below is a non-exhaustive list of categories of data subjects who we might process information about:

- Employees, volunteers, workers or charity trustees of Woodley Baptist Church;
- A child or individual in membership with or associated with Woodley Baptist Church;

Woodley Baptist Church will share this data with third parties only where strictly necessary (please see the section "Who we share your personal data with" below).

Special category data and criminal offence data may be collected from the following non-exhaustive list of sources:

- Data subjects
- Church members or individuals in regular contact with the church – including the Minister, church officers, workers or volunteers, and the church's Designated Person for Safeguarding
- The Baptist Union of Great Britain (BUGB) Specialist Teams, in particular the BUGB Ministries Team and National Safeguarding Team.
- Our Regional Association [Southern Counties Baptist Association] and, in particular, our Southern Counties Baptist Association Safeguarding contact person.
- Police, Social Services or the Local Authority Designated Officer for safeguarding.

Woodley Baptist Church may also obtain and process this data for other statutory and legal obligations for example, including, but not limited to:

- responding to data subject access requests under data protection legislation
- in connection with our duties under the Equality Act 2010.

The legal basis for processing your special category or criminal convictions data

Privacy Notices are available on the Woodley Baptist Church's website at woodleybc.org. The Privacy Notices set out the legal bases for our processing of your personal data.

Where we process special category and criminal offence data it will be by reference to Article 6(1)(f) UK GDPR and Conditions 10, 11, 12, 18, 19 and 31 of Schedule 1 Data Protection Act 2018, which are described below:

Article 6(1)(f) UK GDPR, where the processing is necessary for the purposes of the legitimate interests of Woodley Baptist Church, 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.

Special category or criminal offence data may also be processed by Woodley Baptist Church where it fulfils one of the substantial public interest conditions under Schedule 1, Part 2 of the Data Protection Act 2018:

(i) Condition 10:

where the processing is necessary for the purposes of the prevention or detection of an unlawful act, it must be carried out without the consent of the data subject so as not to prejudice those purposes, and is necessary for reasons of substantial public interest.

In order to mitigate the risk of individuals committing criminal offences, including of a sexual nature, Woodley Baptist Church may undertake a risk assessment, receive, make a record of and share information about an individual who has been reported to us by another individual or a statutory authority, where there is a significant concern about their conduct and the risk they may pose to others.

(ii) Condition 11:

where the processing is necessary for the exercise of a protective function, it must be carried out without the consent of the data subject so as not to prejudice the exercise of that function, and is necessary for reasons of substantial public interest. In this paragraph, “protective function” means a function which is intended to protect members of the public against – dishonesty, malpractice or other seriously improper conduct, unfitness or incompetence, mismanagement in the administration of a body or association, or failures in services provided by a body or association.

Woodley Baptist Church may exercise protective functions in partnership with BUGB’s Safeguarding and Ministries Teams or the Regional Association, which include assessing individuals’ suitability for ministry or other work within Woodley Baptist Church, including by reference to risks they may pose to others. These functions are discharged by custom, practice and with the consensus of the members of Woodley Baptist Church and the requisite processing of personal data is a matter of substantial public interest.

(iii) Condition 12:

where the processing is necessary for the purposes of complying with, or assisting other persons to comply with, a regulatory requirement which involves a person taking steps to establish whether another person has committed an unlawful act, or been involved in dishonesty, malpractice or other seriously improper conduct, and in the circumstances the controller cannot reasonably be

expected to obtain the consent of the data subject to the processing, and the processing is necessary for reasons of substantial public interest.

Woodley Baptist Church may, in partnership with the Regional Association or BUGB, investigate and risk assess an individual's suitability for ministry or other work within or connected with Woodley Baptist Church or the Baptist family, which is in the substantial public interest and forms an integral part of "generally accepted principles of good practice" as per the definition of "regulatory requirement" in Condition 12.

(iv) Condition 18:

where the processing is necessary for the purposes of protecting an individual from neglect or physical, mental or emotional harm, or protecting the physical, mental or emotional well-being of an individual, the individual is - aged under 18, or aged 18 and over and at risk, the processing is carried out without the consent of the data subject for one of the reasons listed in sub-paragraph (2), and (d) the processing is necessary for reasons of substantial public interest. (2) The reasons mentioned in sub-paragraph (1)(c) are – (a) in the circumstances, consent to the processing cannot be given by the data subject; (b) in the circumstances, the controller cannot reasonably be expected to obtain the consent of the data subject to the processing; (c) the processing must be carried out without the consent of the data subject because obtaining the consent of the data subject would prejudice the provision of the protection mentioned in sub-paragraph (1)(a).

Woodley Baptist Church may process criminal and special category data for the purposes of safeguarding minors and vulnerable persons or adults at risk.

(v) Condition 19:

where the processing is necessary for the purposes of protecting the economic well-being of an individual at economic risk who is aged 18 and over and the processing is of data concerning health, is carried out without the consent of the data subject for one of the reasons listed in sub-paragraph (2), and is necessary for reasons of substantial public interest. An "individual at economic risk" means an individual who is less able to protect his or her economic well-being by reason of physical or mental injury, illness or disability. Woodley Baptist Church may seek to rely on this condition if it is required to investigate allegations of financial abuse by an individual in ministry or other work or who is involved in the life of Woodley Baptist Church, for the purpose of safeguarding vulnerable persons or adults at risk.

Woodley Baptist Church may also seek to obtain, use and retain criminal offence data in reliance upon the following additional condition relating to criminal convictions under Schedule 1, Part 3 of the Data Protection Act 2018:

(vi) Condition 31:

where the processing is carried out by a not-for-profit body with a religious aim in the course of its legitimate activities with appropriate safeguards where it relates

solely to the members or former members of the body or to persons in regular contact with it in connection with its purposes, and the personal data is not disclosed outside that body without the consent of the data subjects.

Who we share your personal data with

We are required to share your data with third parties where we have a legal obligation to do so. We may also share information with our partner organisations with whom we have a Data Sharing Agreement, or as set out in our Privacy Notices available here: woodleybc.org

The persons/organisations we may share your special category and criminal offence data with are:

- Our charity trustees, employees, contractors and volunteers on a need-to-know basis;
- The BUGB Specialist Teams;
- The Southern Counties Baptist Association;
- Churches and other appointing or employing bodies as appropriate
- Counsellors, professional supervisors and risk assessment consultants
- The Police and Social Services, Local Authority Designated Officers and other statutory agencies
- The Disclosure and Barring Service and our DBS Checking Company
- HMRC
- Before sharing information with any of the above persons or organisations, careful consideration is given to the rights and freedoms of the data subject against what is needed to be shared to achieve our overarching goal of safeguarding children, young people and adults at risk from harm within Woodley Baptist Church and to support and promote exemplary ministry. Special category and criminal offence data is only disclosed where it is reasonably necessary to do so and a record and full details of any disclosure to third parties is kept in a locked cabinet in the church office.

Automated decision making

Currently Woodley Baptist Church undertakes no automated decision making in relation to your personal data.

How we keep your data secure and how long we keep it for

Woodley Baptist Church deploys a range of technical and organisational measures to protect the personal data it holds and processes. Controls include but are not limited to:

- Data protection training for all staff every two years and is part of the induction for new staff

- 'Computer Security in the Workplace' training for all staff and part of the induction for new staff
- Strong defences of the Woodley Baptist Church core IT system (e.g. Firewalls, Malware Detection & Defence and two-factor authentication)
- Password protected documents are always used when sharing data.
- Where needed, appropriate redaction takes place before witness statements, case notes or investigation reports are shared.
- Deployment of Information Security Tools (e.g. Data Loss Prevention, Mobile Device Management, Secure External Email)
- Robust procedures for the reporting of any data or potential data breaches
- Website Members Area has restricted WBC members-only password-protected access.
- All data backups are encrypted and password protected.

These measures are under constant review by Woodley Baptist Church.

Woodley Baptist Church has a Data Retention Schedule which lists the data we hold and how long we hold it for. To find out how long we keep your data for please see our Data Retention Schedule.

Your rights in relation to the data we hold

Data protection legislation provides you with a number of rights relating to your personal data, including your special category and criminal conviction etc data. These rights are subject to some specific exemptions. Your rights may include:

- the right to access your data
- the right to have your data corrected if it is wrong or incomplete
- the right to request restrictions to the processing of your data
- the right to object to your data being processed
- the right to have your data erased
- the right to be informed about how your data is processed
- rights relating to automated decision making and data portability

You should keep us informed of any changes to your information so that we can be confident that the data we hold about you is accurate. To understand more about these rights and how to exercise them please see our Privacy Notice [woodleybc.org] and the Information Commissioner's Office website: <https://ico.org.uk/>.

Data Protection Officer/Contact

Jane van Es is our Data Protection Trustee and is the person responsible for matters relating to the protection of personal data. She can be contacted at the address below or by email [DataProtection@woodleybc.org] or phone [0118 969 9956].

Your right to complain to the Information Commissioner

If you are unhappy with any aspect of the way in which we have processed your personal data, you have the right to make a complaint to the Information Commissioner's Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

www.ico.org.uk

Tel: 0303 123 1113

casework@ico.org.uk

Feedback or complaints about Woodley Baptist Church, staff or volunteers

If you want to give us feedback or make a complaint about Woodley Baptist Church, its staff or volunteers in relation to the handling of your personal data, please contact

Jane van Es
Woodley Baptist Church
Hurricane Way
Woodley
Reading
RG5 4UX

Tel: 0118 9699956

Email: DataProtection@woodleybc.org

Review of this policy

This policy will be regularly reviewed. See the front of the document for the review schedule.

DATA RETENTION SCHEDULE FOR WOODLEY BAPTIST CHURCH

Introduction

This record retention schedule accompanies the Woodley Baptist Church Data Protection Policy and has been adopted in compliance with the storage limitation principle in the Retained General Data Protection Regulation (UK GDPR). It sets out the time periods that different types of documents and records must be retained for business and legal purposes. This is a lengthy document listing the many types of records used by Woodley Baptist Church and the applicable retention periods for each record type.

The retention periods are based on business needs and legal requirements. Information which is held longer than necessary carries additional risk and cost. Retention periods are independent of format and can therefore be applied to any medium whether paper or electronic. Data retention periods are listed below but please note that some software systems used by Woodley Baptist Church may retain data for a limited period of days after being deleted before it is irretrievable (for example, MS Outlook mailbox data is retained for 30 days after being deleted).

This policy applies to all charity trustees (usually the minister, deacons and elders or Leadership Team), staff, volunteers and any other persons who process personal data in their role within the church. If you maintain any types of records that are not listed in this schedule, and it is not clear from the existing record types in this schedule which retention period should apply, please contact the Woodley Baptist Church Data Protection Officer/Trustee for guidance.

Contents

Employment/HR.....	2
Finance.....	3
General.....	4
Health and Safety.....	4
Insurance.....	4
Meetings.....	5
Membership.....	5

Property.....	6
Website and communications platforms.....	6
Safeguarding.....	7

Schedule 4 - Data Retention Schedule

Employment / HR (See Safeguarding section below if employee has worked with children/youth or adults at risk or there have been safeguarding allegations, regardless of the findings)	All information relating to recruitment, selection and development whilst in post	6 years after post-holder has left your employment	Limitation Act 1980 ⁽¹⁾	Destroy
	Information on any disciplinary or grievance matter that is still 'live' on the individual's personnel file, including information on any penalty or warning imposed	6 years after post-holder has left your employment	Limitation Act 1980 ⁽¹⁾	Destroy
	Information on an individual's health and sickness record, including information on any adjustment made to their working pattern, either on a temporary or permanent basis	6 years after post-holder has left your employment	Limitation Act 1980 ⁽¹⁾	Destroy
	Redundancy records	6 years from date of redundancy	Limitation Act 1980 ⁽¹⁾	Destroy
	Information on any safeguarding concern or matter in which the	75 years after employment/role ceases	Requirements of the Independent Inquiry into	Not applicable

	employee was involved in any way	(see Safeguarding Retention Schedule under Safeguarding below)	Child Sexual Abuse (IICSA)	
	Parental leave records	18 years from the date of the birth of a child	To enable future employers to check entitlement	Destroy
	Payroll records including correspondence with HMRC	6 years from the end of the financial year the records relate to	Charities Act and HMRC Rules	Destroy
	Pensions Records	According to the schedules set by the Pensions Regulator		Destroy
	Application forms and interview notes for unsuccessful candidate	6 months to a year	2010 Equality Act recommends six months. One year limitation for defamation actions under Limitation Act.	Destroy
	Complaints records	1 year where complaint referred elsewhere otherwise 6 years from last action	Limitation Act 1980 ⁽¹⁾	Destroy

(1) Six years is generally the time limit within which proceedings founded on contract may be brought

Finance	All financial records – invoices, bills, bank statements, paying in books etc	6 years from the end of the financial year the record relates to	Charities Act and HMRC Rules	Destroy
	Gift Aid declarations	6 years after the last payment was made	HMRC Rules	Destroy

	Legacy information (i.e. documents which relate to a legacy received by the church)	6 years after the deceased's estate has been wound up	In line with requirements for other financial information	Destroy
	Church Annual Accounts and Reports	10 years ⁽²⁾	Good practice	Archive (e.g. County Archive Office)
	Payroll records including correspondence with HMRC	See Employment/HR above		

(2) These should be kept permanently somewhere. 10 years is the suggested minimum period the information is held by the church before being sent to archive.

General	Correspondence (including emails)	Unless this relates to any other category of data listed here (e.g. finance, employment, safeguarding etc) correspondence should be kept for as long as is relevant. Churches might find it helpful for staff and volunteers to have an annual 'purge' of all correspondence and destroy any which is no longer relevant.		
----------------	-----------------------------------	---	--	--

Health and Safety	Reportable accidents / accident book	3 years after date of entry or end of any investigation if later	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Destroy
	Records documenting external inspections	3 years after date of inspection	Good practice	Destroy

Insurance	Public liability policies and certificates	Permanently	Historical claims/commercial practice	Store securely with electronic copy as backup
------------------	--	-------------	---------------------------------------	---

	Employer's liability policies	Permanently	Employers' Liability (Compulsory Insurance) Regulations 1998 suggests 40 years	Store securely with electronic copy as backup
	Sundry insurance policies and insurance schedules	Until claims under policy are barred or 6 years after policy lapses, whichever is longer	Commercial practice	Destroy
	Claims correspondence	6 years after last action	Commercial practice	Destroy

Meetings / Governance	Church Meeting Minutes	10 years from the date of the meeting ⁽³⁾	Good practice	Archive (e.g. County Archive Office)
	Trustee Meeting Minutes	10 years from the date of the meeting ⁽³⁾	Good practice	Archive (e.g. County Archive Office)
	Minutes of internal groups	5 years from the date of the meeting	Good practice	Destroy unless of particular value in which case send to Archive
	Names of trustees with start and finish dates	Permanent but reviewed and updated regularly	Good practice	To Archive if church closes

(3) These should be kept permanently somewhere. 10 years is the suggested minimum period the information is held by the church before being sent to archive.

Membership	Church Membership List (Names)	Permanent but reviewed and updated regularly	Good practice	To Archive if church closes
-------------------	--------------------------------	--	---------------	-----------------------------

	Contact details of Church Members and regular attenders	6 months after individual has ceased to be a member or stopped attending church. ^[4]	Good practice	Destroy
	Church Contact list or Directory	1 year after publication	Good practice	Destroy

(4) Unless individual asks for their details to be removed immediately

Property	Title Deeds for property (where church holds their own)	Permanently or until property is disposed of	Limitation Act 1980	Keep copy for 6 years after property has been disposed of
	Leases	12 years after lease and liabilities under the lease have terminated	Limitation Act 1980	Destroy
	Final plans, designs and drawings of the building, planning consents, building certifications, collateral warranties, records of major refurbishments and redevelopments.	Permanently or until six years after property is disposed of	Limitation Act 1980	Destroy 6 years after property is disposed of

Website and communications platforms	The website makes use of Facebook for live broadcasting and videos and for advertising our events. For information on how Facebook retains data please see their privacy policy.	Subject to regular review	Privacy and Electronic Communications Regulations 2003 Live videos are removed by Facebook after 28 days.	Destroy
---	--	---------------------------	--	---------

			Other material removed when no longer relevant otherwise retained for legitimate interest of supporting and resourcing church members (subject to individual data subjects' rights).	
	Web articles	Subject to regular review	Removed when no longer relevant otherwise retained for legitimate interest of supporting and resourcing church members (subject to individual data subjects' rights).	Destroy
	Cookies, IP addresses, metrics data and other online identifiers	For information on how third-party social media and statistical providers retain data on our website visitors and details on types of cookies and how long they are retained for, please refer to their respective Cookies Privacy Policies	Good practice/Privacy and Electronic Communications Regulations 2003	Destroy

Safeguarding Taken from Safeguarding Retention Schedule at www.baptist.org.uk/gdprsafeguarding	Category	Type of Record	Retention Period
		Dated policy documents for safeguarding children/youth and adults at risk	75 years
	Allegations/concerns/ risk assessments/ safeguarding contracts	Records of safeguarding incidents, allegations or concerns	75 years after last contact with the individual concerned
		Records that relate to safeguarding concerns/allegations about church workers (paid or voluntary)	75 years after employment / role ceases
		Risk assessments / safeguarding contracts concerning known or alleged offenders	75 years after last contact with the individual concerned
	Events / activities specifically for children and young people / adults at risk (where no safeguarding incidents or concerns raised)	Registers / records of events or activities ⁽⁵⁾	At least 3 years after the event
		Parent / carer consent forms ⁽⁵⁾	At least 3 years after the form has been completed
		First Aid / accident forms ⁽⁵⁾	At least 3 years after the form has been completed
		Health and safety risk assessment ⁽⁵⁾	At least 3 years after the risk assessment has been completed
	Employment	Minister personnel records where there are safeguarding allegations / investigations, regardless of the findings	75 years from the date of the minister's death
		Personnel records relating to church workers whose role involves contact with children and adults at risk	75 years after employment / role ceases

	Disclosure and Barring Service (DBS) checks	Record of a Disclosure and Barring Service (DBS) check being undertaken for a church worker (paid or voluntary)	75 years after employment / role ceases (Please see BUGB Guide to DBS Checks for more information on what to keep)
		Record of a minister's DBS check history	75 years from the date of the minister's death
	Discipline	Record of a church worker's (paid or voluntary) disciplinary procedure relating to safeguarding allegations / offences	75 years after employment / role ceases
		Record of a minister's disciplinary procedure relating to safeguarding allegations / offences	75 years from the date of the minister's death

(5) Church insurer may require a longer retention period