



**Central Baptist Association**

*walking together in ministry and mission*

# Central Baptist Association

## Privacy Statement

We are the **Central Baptist Association** (“CBA”, “we”, “us”), a charity registered in England and Wales under charity number 1090606 and company number 4319194. Our contact details are:

Registered Address: Central Baptist Association, 60 Strathmore Avenue, Hitchin, Herts, SG5 1ST

Email: centralbaps@gmail.com

Telephone: 01462 442548

This privacy policy 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 Administrator (Sue Barnard) 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 ([centralbaps@gmail.com](mailto:centralbaps@gmail.com)) telephone 01494 890239.

We are registered with the Information Commissioner’s Office (“ICO”) with registration number Z6702688.

### 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 the Central Baptist Association in writing, by email, phone or text. This can include (but is not limited to) your name, address, email address, phone number(s), roles you hold within your church and bank account details for specific purposes.

#### 2.2 Information we collect about you

Normally we will only process the information which you have provided us directly. We may, however, obtain additional information about you from the Baptist Union of Great Britain.

### 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 1998 and (from 25 May 2018) the General Data Protection Regulation on which we rely to justify such data processing.

Purpose	Legal grounds
To enable us effectively to 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 our information with:

- Our employees, contractors and volunteers on a need-to-know basis;
- Employees and volunteers working for our partner organisation the Baptist Union of Great Britain with whom we have a Data-Sharing Agreement.

### 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 Economic Area unless we are permitted to do so by law and we will inform you about such transfer before it is done.

### 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 the model Data Protection Policy which can be accessed from [www.baptist.org.uk/GDPR](http://www.baptist.org.uk/GDPR).

### 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/>.