

## **THE CHURCH IN BASSETT STREET PRIVACY NOTICE**

We are The Church in Bassett Street which is overseen by the New Life Church (North London) Trust, charity number 1097140. We are also known as Bassett Street Church.

Your privacy is important to us. We are committed to safeguarding the privacy of your information. It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

Under the GDPR 2018 and Data Protection Act 2018, you have rights as an individual which you can exercise in relation to the information we hold about you. Your rights are detailed on the [ICO website](#).

We do all that we can to ensure that your data is processed fairly and lawfully and used for the intended purpose. We aim to make sure the data we hold is accurate, adequate, relevant, not excessive and is not kept longer than is necessary in relation to the purpose for which it is held.

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **1. THE CHURCH IN BASSETT STREET MAY COLLECT, HOLD AND SHARE INFORMATION WHICH INCLUDES:**

- Personal information (such as name, telephone number, address and email address)
- Characteristics (such as gender)
- Process a donation that you have made, and claim gift aid on it, with your written permission.
- Ensure that children and youth attending a group or event are safely registered and accounted for
- Send you communications which falls within the scope of the charitable objectives of the church, and for the purpose of developing the congregation at The Church in Bassett Street and the Relational Mission family of churches. This would be with your written permission, via our Connect form, welcome pack, or through an event or training course booking.
- Seek your views or comments and ask for feedback

- Carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments
- Provide appropriate levels of pastoral care to members
- Process and manage employee and volunteer roles
- Under the basis of legitimate interest, to use photographs and videos of various church events (including Sunday services, small group gatherings) that contain identifiable persons where this is deemed appropriate. Please see our full photo and video policy for more information
- Process an application for a job or a volunteer position
- Analyse your personal information to understand demographics of those within the church, including address information. We do this to ensure that the charitable objectives of the church are being met and that what we provide is relevant for all types of people.
- Enable us to meet all legal and statutory obligations

## **2. HOW DO WE STORE YOUR DATA?**

We will store your information securely on our systems, we restrict access to staff, volunteers and contractors who have a 'need to know' (i.e. can they directly help or have a legal responsibility) and we train/direct them in handling the information securely and appropriately in line with our data protection policies.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation.

We will contact you every 3 years to check that the information we are holding is accurate and that you agree to us holding it.

## **3. WHO DO WE SHARE YOUR DATA WITH?**

The Church in Bassett Street is part of the Relational Mission (RM) group of churches. RM's Charity Reg No. Is 1150583.

We may from time-to-time share data with RM and with key partners within the wider RM family of churches. This will only be done where it relates to events, newsletters and other such communications where, as partners and a family of churches we are working together.

We will never share data relating to our day-to-day operation with these parties (for example, employment and HR). As part of this agreement all parties are committed to safeguarding the privacy of your information and each partner is fully compliant with the GDPR 2018 and Data Protection Act 2018.

If you would like to opt out of the details, we have at any time please see the section

below on 'how to request access to your data.'

We will not share your information with any other third parties without your consent unless the law requires us to do so.

#### **4. SECURITY OF YOUR DATA**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees or trustees who need to know. They will only process your personal data on our instructions. We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO where we are legally required to do so.

Our approach is further outlined in our Data Protection Policy. This includes the security precautions in place to protect the loss, misuse or alteration of your information.

#### **5. HOW DO YOU REQUEST ACCESS TO YOUR PERSONAL DATA?**

Under Data Protection legislation, you have the right to request access to information about you that we hold by making a Subject Access Request (SAR). To make a request for your personal information or find out more about our Privacy Notice, email us at [hello@bassettstreet.church](mailto:hello@bassettstreet.church)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

#### **6. WHEN DO WE STORE YOUR DATA?**

##### **6.1 Financial Reasons**

The Church in Bassett Street uses a variety of third party companies to help facilitate its financial transactions and management. This will involve in the main names, addresses and debit/credit card and bank details depending on the nature of the transaction.

Xero is the finance management application mainly used to capture debit/credit card transactions mainly for event related transactions and any giving transactions processed through ChurchSuite.

ChurchSuite is used to process all other Gift Aid claims with HMRC, in which you have provided Gift Aid consent and asked us to claim Gift Aid on your donations. The data is only shared directly with HMRC, and consent can be withdrawn at any time by emailing [hello@bassettstreet.church](mailto:hello@bassettstreet.church).

##### **6.2 Communications**

We send out regular newsletters and updates through emails and WhatsApp for which specific consent is given at the point of subscription (via the Connect Form,

through a paper Connect slip). You can unsubscribe from our emails at any time; directions on how to do this will be contained within the email. Or if wanting to unsubscribe from the broadcaster Whatsapp list you can do this by submitting your request to [hello@bassettstreet.church](mailto:hello@bassettstreet.church)

All emails received (including attachments) to The Bassett Street Church email addresses are monitored (for viruses or malicious software etc). We will use your email to correspond with you over the content of your enquiry until a conclusion is reached. We will not add your address to any direct communications list unless you have given your consent for us to do so. If at any time you wish to remove your email address from our systems then please contact [hello@bassettstreet.church](mailto:hello@bassettstreet.church)

### 6.3 Website

The Church in Bassett Street uses its website to inform people as well as to facilitate the gathering and sharing of information. Our website uses the SquareSpace to host and facilitate activity. Within the platform there are analytics, but information is only processed in a way that does not identify anyone. We do not identify you through the use of cookies or information sent by your computer except where you have asked us to remember your details.

### 6.4 ChurchSuite

The Church in Bassett Street uses ChurchSuite to host and process all personal information of guests and members of the church as outlined above, upon receipt of a completed Connect form (where this full Privacy Notice is contained).

Members of the congregation are welcome to download and access the ChurchSuite app for the purpose of adapting their communication preferences. Alternatively, you can contact the church office at [hello@bassettstreet.church](mailto:hello@bassettstreet.church) at any time with such a request.

### 6.5 Training Courses

In order to run specific RM training initiatives that The Church in Bassett Street operates, e.g. LEAD, a variety of personal data (contact, experience, church info etc.) is required to ensure the courses meet the needs of the applicants. This is held on a legitimate interest/ contract basis.

### 6.6 Employment and HR

Initial recruitment (e.g. CV personal information) to employment (e.g. contractual and ongoing performance appraisals) will contain / require personal information to be held. This information is held because of a statutory and legal responsibility to do so, but also to help ensure employees within Bassett Street are well looked after. Similar

information will be held for volunteers, especially those with specific responsibilities. All of this information is held in line with principles outlined in the first section and is held until all roles have been fulfilled.

Where applicable to the role, disclosure and barring service (DBS) requests are carried out; this is facilitated for The Church In Bassett Street by the third party UCheck.

### 6.7 General Operations

In order to facilitate the operation of The Church in Bassett Street in the main, third party providers – [Microsoft 365](#) and [G-Suite](#) and their associated systems and cloud backup are used. For a full list of the IT systems and providers we use, please refer to our IT policy.

Paper documentation containing personal information is secured in lockable cabinets. Online /electronic systems access is restricted according to the 'need to know' principle as outlined above.

In order to maintain compliance with [Charity Commission](#) and [Companies House](#) appropriate information is shared with them regarding Trustees/Directors (e.g. contact and interest information) and is held in line with the statutory minimums.