



# SCBA PRIVACY NOTICE

*Approved by SCBA trustees 13 July 2018*

We are the **Southern Counties Baptist Association** ('SCBA', 'we', 'us'), a charity registered in England and Wales under charity number 1091066.

Our contact details are:

Address: Southern Counties Baptist Association, Baptist House, 129 Broadway, Didcot, Oxfordshire OX11 8XD

Email: [office.administrator@scba.org.uk](mailto:office.administrator@scba.org.uk)

Telephone: 01235 517673

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 Moderator and Chair of Trustees (Mike Mortimer) is our **Data Protection Officer** and he is the person responsible for matters relating to the protection of personal data. He can be contacted at the address or telephone number above, or by email [scbadataprotection@gmail.com](mailto:scbadataprotection@gmail.com)

We are registered with the Information Commissioner's Office ('ICO') with registration number Z6145166.

## 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. For more details of the information we process please see the links on this page:

[Information provided in respect of the work of the Ministries Team](#)

[Information processed in relation to Safeguarding Matters](#)

[Information collected through our website](#)

## Information about you

We may collect information about you in the following ways:

### 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 or phone. This can include (but is not limited to) your full name, address, email address, phone number(s), details of your church connections and your bank details. If you are applying for Ministerial Accreditation/Recognition or for a job with us additional information will be collected. Details of this can be found using the links above.

### Information we process about you

Through our data sharing agreement with BUGB, we have access to and process the information which you have provided to BUGB or through the person who completes your church's Annual Return Form.

We may obtain additional information about you from relevant third parties in connection with your application for Ministerial Accreditation/Recognition or employment with us. More details about what we collect can be found using the relevant links above.

### 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 the General Data Protection Regulation on which we rely to justify such data processing.

Purpose	Legal grounds
Enabling us to contact and work with the most appropriate people in our member churches	The information is necessary for our legitimate interest of supporting, advising and resourcing SCBA member churches
Keeping you informed of our activities in support of our joint mission through our newsletter and news of events	The information is necessary for our legitimate interest of supporting, advising and resourcing SCBA member churches and their members
Enabling us to facilitate our Ministerial Accreditation/Recognition system and the Ministerial Settlement Process.	Please see our separate <a href="#">‘Ministries’ Privacy Notice</a>
Enabling us to support our churches as they deal with issues relating to the safeguarding of children and adults at risk.	Please see our separate <a href="#">‘Safeguarding’ Privacy Notice</a>
Enabling us to pay stipends and salaries, and expenses of staff and volunteers	The information is necessary for our legitimate interest to properly administer stipends and salaries, and expense claims and to maintain adequate and accurate financial accounts

Enabling us to undertake recruitment of staff effectively	The information is necessary for our legitimate interest of managing SCBA, in order to support, advise and resource SCBA member churches
Enabling us to manage Home Mission and Pioneering grants	The information is necessary for our legitimate interest of supporting, advising and resourcing SCBA member churches
Enabling us to respond to contact made through our website	Please see our separate <a href="#">‘Website’ Privacy Notice</a>

## 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. A list of these organisations can be found below.
- The Company that runs the BUGB website, through which our online booking system is based - ‘Churchinsight’ a trading name of Endis Limited.
- Analysts and consultants who might help us improve and optimise our systems.
- MailChimp (names and email addresses only) who facilitate our regular e-mailings.
- Individuals who contact us asking for details of a BUGB member church are directed to the information on the SCBA website.
- Payment service providers
- Our Professional Advisors, including our Auditors
- Law enforcement authorities and other organisations which we may have a legal obligation to disclose information to
- Others as listed in our ‘Ministries’ and ‘Safeguarding’ Privacy Notices

## Where we keep your personal data

All your personal information covered by this notice will be stored in 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.

## Retention of data

We will keep the personal information covered by this policy for the periods of time specified in our Data Retention Policy (currently in draft) and at the end of the applicable retention periods we will safely and securely delete it.

## **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;
- The right to obtain a copy of your data in a commonly used electronic form if the data is processed by automated means and the processing is based on your consent or contractual necessity.

More details about how these rights apply can be found in our Data Protection Policy (currently in draft) which can be accessed from <http://www.scba.org.uk/legal-information.html>

You also have the right to withdraw your consent at any time when we rely on consent as a legal ground to justify our handling of your personal data. This would not affect the lawfulness of anything done before consent is withdrawn but it would stop us from continuing to use the relevant information.

You can exercise your rights or obtain more information about them by contacting our Data Protection Officer by email or telephone as above.

## **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](#).

## **Changes to our Privacy Notices**

We may change our privacy notices from time to time in which case we will upload the updated notice(s) to our website. It is advisable to refer to the privacy notice(s) regularly, particularly before sharing information about yourself which you consider to be sensitive.

## **Partner Organisations with whom we have a Data Sharing Agreement**

(Or with whom we are in the Process of Finalising a Data Sharing Agreement)

Baptist Union of Great Britain.  
BMS World Mission  
Central Baptist Association  
East Midland Baptist Association  
London Baptist Association  
Northern Baptist College  
Regents Park College  
South Eastern Baptist Association  
South Wales Baptist College  
Spurgeon's College  
Yorkshire Baptist Association

Baptist Pension Trust Ltd  
Bristol Baptist College  
Eastern Baptist Association  
Heart of England Baptist Association  
Northern Baptist Association  
North Western Baptist Association  
Retired Baptist Ministers Housing Society  
South Wales Baptist Association  
South West Baptist Association  
West of England Baptist Association