

Our privacy policy

Little Staughton Baptist Church(LSBC) is committed to protecting your privacy in every way. We promise to respect your concerns about privacy and value the relationship that we have with you.

This Privacy Policy explains the types of personal information we may collect about you when you interact with us. It also explains how we will store, handle, and keep that information safe.

This policy includes the following information:

- Who are we?
- Our Mission and Vision
- Why and when we use your information
- How we collect your information
- What type of information we collect
- How long we keep your information for
- Our legal basis for processing your information
- Your rights
- You can change your preferences at any time
- Protecting your Information
- Protecting your data outside the EEA
- Social Media
- Review of this Policy
- Contact us

Who are we?

LSBC is an independent Baptist Church working to spread the Christian gospel within the community and surrounding areas of Little Staughton.

LSBC is a registered with the Charity Commission of England and Wales– as charity number XN40276 (England & Wales. The registered address is High Street, Little Staughton. Bedfordshire MK44 2BT

Our Mission and Vision

Our mission and vision is to make known the Christian gospel to all generations in the locality through the preaching of God's Word and personal testimony so that others might come to know Jesus Christ as their personal Lord and Saviour.

Why and when we use your information

We may use your personal information for administrative or gift/donation purposes. Here are some of the ways we may hold and process your information:

- To process a donation that you have made and confirm receipt of donations (unless you have asked us not to)
- To claim Gift Aid on your donations
- To fulfil our obligations to the Charity Commission and HMRC
- When we seek your views or comments on our work
- To send you communications, which you may have requested, and or information about our work that may be of interest to you. These may include information about meetings or other church activities or when specific prayer requests have been made.

We will only ask for and use your personal information collected for the purpose stated at the point your information is collected.

How we collect your information

We may collect information about you in a number of ways, for example when you:

- Make a donation
- Sign up to receive updates by post or email
- Visit our website
- Attend a meeting or one of our events
- Contact us through email, phone, online, post, SMS or social media

No personal information is automatically collected by LSBC as a result of using our websites. We only collect data if you choose to interact with us via email, phone, online, post, SMS or social media

What type of information we collect

The personal information we collect might include your name, gender, address, email address and telephone number. When we interact with you we may also collect notes from our conversations with you, for example recording details of any complaints or comments you make or details if you have asked us to pray for you or others.

Sensitive Personal Information:

We only collect sensitive personal information if there is a clear reason to do so and we take extra care when processing such information. For example, you may wish to tell us you are partially sighted or hard of hearing before attending an event. We use this information to provide appropriate facilities and to uphold our duty of care.

How long we keep your information for

Whenever we collect or process your personal data, we will only keep it for as long as is necessary for the purpose for which it was collected. For example, if you no longer want to hear from us, we may keep a record of your contact details to enable us to comply with your request.

In certain circumstances, we are required to keep your personal data to comply with our contractual or legal obligations. For example, we will keep a record of your donations subject to gift aid for at least seven years to comply with HMRC rules. We may keep your information indefinitely if you donate to us by Direct Debit or pledge a gift in your Will to LSBC

At the end of the appropriate retention period, your information will either be deleted or anonymised.

Our legal basis for processing your information

In certain circumstances, we will collect and process your information with your consent. This might include when you tick a box to receive an email about ways you can support us or to receive our newsletter.

Under the new General Data Protection Regulations starting in May 2018, we may also process your information under 'legitimate interests'. This means we can legally process your personal information in a reasonable manner in the interests of the church, but we always ensure your rights are upheld. For example, we may use your personal details to send you further information about our ministry that we think might interest you and information about ways to support us in the future because we believe you share our values. The data is necessary for the church to carry out its functions on behalf of members and other contacts

Your rights

Under the General Data Protection Regulations, you have the right to:

- know how and why we collect your information (Right to be informed)
- request any information we hold about you (Right of access)
- update or correct any inaccurate information we have about you (Right to rectification)

- ask us to erase any personal information we have about you (Right to be ‘forgotten’)
- ask us to stop processing your information (Right to restrict processing)
- obtain and reuse personal information for your own purposes (Right to data portability)
- object to us processing your information for fundraising purposes (Right to object)
- for your information to be excluded from any automated decision making and profiling (rights related to automated decision making)

Your request will be processed within one calendar month of it being received. To help us keep your information secure, we may require you to provide us with proof of identity before any personal information is disclosed. Please note that in some circumstances, these rights are subject to certain legal conditions and limitations.

You can change your preferences at any time

We will not contact you for any reason by email unless you have given us consent to do so.

We may send you relevant and personalised communications by post about our work and ways you can support us. We’ll do this on the basis of our legitimate interest. We will not contact you by post if you have indicated that you do not wish to be contacted.

From time to time, we are required to inform you about our certain changes. For example, updates to this Privacy Notice or details about your Direct Debit. These administrative messages will not include any fundraising content and do not require prior consent when sent by email. We need to use your personal data for these purposes so that we can comply with our legal obligations.

You can opt out of hearing from us or change your contact preferences at any time by contacting us by email: info@lsbc.org.uk or by telephone on 01480 812037

Protecting your Information

We will never sell or rent your personal information to other organisations and we take all reasonable care to ensure your data is secure at all times.

We work with external organisations that help us to deliver certain services, for example processing donations or posting fundraising appeals. We will only share the personal information that is necessary for them to deliver the service and we have rigorous contracts in place to protect your information. We do not allow these organisations to use your data for their own purposes. However we may be legally required to disclose your details if required by law. Your data will be stored either as part of a paper data base or electronically. If stored electronically then appropriate firewall security and back-up systems will be used.

Children and their data

We may also process the data of children. When we do we will ensure we uphold their rights and ensure we collect parental consent or consent from a guardian where necessary. We may also process the data in accordance with the wishes of the child should we decide they have competence and an understanding of their circumstances. There may also be circumstances where we will keep medical information about a child for Health and Safety purposes

Protecting your data outside the EEA

Occasionally we may need to share your personal information with third parties as part of the church support for missionary activity outside the European Economic Area (EEA).

The EEA includes all EU Member countries as well as Iceland, Liechtenstein and Norway.

Social Media

We may collect your social media username and information that you share publicly via social media channels if you interact with us through those channels, to help us respond to your comments, questions and feedback. The data privacy law allows this as part of our legitimate interest in understanding our supporters.

Review of this Policy

It is likely that we will need to update this Privacy Notice from time to time. This policy was last updated in May 2018.

Contact Us

If you have any questions, concerns or feedback on LSBC, our website or this Privacy Policy. Please contact us by:

- Sending us an email to info@lsbc.org.uk
- Telephoning us on 01480812037
- Writing to us at the following address:
Little Staughton Baptist Church, High Street, Little Staughton, Beds. MK44 2BT

If you have any concerns you are able to complain to the ICO.