

# SWBA(BUGB) Privacy Statement

We are the South Wales Baptist Association (Baptist Union of Great Britain) ("SWBA", "we", "us"), a charity registered in England and Wales under charity number 1102735. Our contact details are:

Address: South Wales Baptist Association, 54 Richmond Road, Cardiff, CF24 3UR;

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

Telephone: 029 2049 1366

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 Association Board of Trustees are/is the **Data Controller**. The Board of Trustees jointly determine the purposes for which and the manner in which any personal data are, or are to be processed. They can be contacted at the office address, email or telephone (details above).

We are registered with the Information Commissioner's Office ("ICO") with registration number ZA218736.

## 1. INTRODUCTION

We hold and process various categories of personal information for several 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 us in writing, by email, through our website, phone or text. This can include (but is not limited to) your name, address, email address, phone number(s), the roles you hold within your church and your bank details;

#### 2.2.1 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 partnering organisations under our data sharing agreement (see Appendix 1).

#### 2.2.2 Information we collect via our website

If you complete a 'Contact Us/Get in Touch' form on our website we will only retain your name and details for as long as is necessary for us to deal with your enquiry. We will NOT pass on

your details to anyone other than the person (or people) in our association who are best able to deal with your enquiry.

### 2.2.3 Collecting information as you use our website

Like most websites we use 'cookies' to help us make our site, and the way we use it, better. Cookies are small text files that sites transfer to your device (computer, phone or tablet) and make interacting with a website faster and easier – for example, by automatically filling in your name and address in text fields.

We may store information about you and your activity in cookies. If you want to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies.

If you wish to restrict or block web browser cookies that are set on your device, you can do this through your browser settings; the Help function within your browser should tell you how. Alternatively, you may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org), which contains comprehensive information on how to do this on a wide variety of desktop browsers.

Please see our separate Cookies policy for further details at [www.swba.org.uk/cookie-policy](http://www.swba.org.uk/cookie-policy)

## 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 to effectively support our member churches, ministers and those seeking ministerial recognition by ensuring relevant information is provided to the appropriate people.	This information is necessary for our legitimate interest to properly support our member churches.
To hold records of church personnel who have attended BUGB safeguarding training provided by SWBA so that we can appropriately advise member churches of their Safeguarding responsibilities.	This information is necessary in the substantial public interest and to protect the physical, mental or emotional well-being of an individual if a child or adult is at risk.
To enable SWBA staff and volunteers to effectively carry out their work.	This information is necessary to comply with various health, safety, welfare and employment legal requirements.

## 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 one of our partner organisations with whom we have a Data-Sharing Agreement. A list of these organisations can be found at the end of this document.
- Individuals who contact us asking for details of a SWBA member church will be asked to leave their details which we will pass on to the person with whom they wish to make contact. It will then be for the individual concerned to choose to get in touch with them or not.
- Individuals who contact us asking for details of an Accredited Baptist Minister will be asked to leave their details, as above.

## **5. WHERE WE KEEP YOUR PERSONAL DATA**

All your personal information covered by this policy will be stored in the EU or by an international organisation which is compliant with UK Data Protection Regulations. 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.

We use third party companies which may store your data to carry out our work effectively. A list of these organisations can be found in Appendix 2.

## **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 our Data Protection Policy which can be accessed from <http://www.swba.org.uk/data-protection-policy> You can exercise your rights or obtain more information about them by contacting our Data Processor (Email: [office@swba.org.uk](mailto:office@swba.org.uk) or phone 029 2049 1366).

## **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/>.

## **Appendix 1**

### **The organisations with whom we have a Data-Sharing Agreement**

SWBA has a Data-Sharing Agreement with:

- Baptist Union of Great Britain
- Baptist Union Corporation
- BMS World Mission
- Central Baptist Association
- East Midland Baptist Association
- Eastern Baptist Association
- Heart of England Baptist Association
- London Baptist Association
- North Western Baptist Association
- Northern Baptist Association
- South Eastern Baptist Association
- South West Baptist Association
- Southern Counties Baptist Association
- Webnet
- Yorkshire Baptist Association
- Baptist Union of Wales
- Anglesey Baptist Association
- Arfon Baptist Association
- East Glamorgan (Welsh) Baptist Association
- Gwent (Welsh) Baptist Association
- Pembrokeshire Baptist Association (English Wing)
- Pembrokeshire Baptist Association (Welsh Wing)
- Radnorshire and Montgomeryshire Baptist Association
- West Glamorgan (Welsh) Baptist Association
- Baptist Union of Scotland
- Bristol Baptist College
- North Wales Baptist College
- Northern Baptist Learning Community
- Regent's Park College
- Cardiff Baptist College
- Scottish Baptist College
- Spurgeon's College

## **Appendix 2**

### **The Third Parties we use to carry out our work effectively:**

- Microsoft Office 365
- MailChimp
- Redtree IT Solutions
- Wix