

## **BCEC Data Privacy Notice**

### **Your personal data - what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **Who are we?**

The Committee of BCEC is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **How do we process your personal data?**

The Committee of the BCEC complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

E-Mail and postal communications to you may be sent through a third party supplier for mail delivery, only using your data in accordance with this notice.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at BCEC;
- To share your contact details with the Church office so they can keep you informed about news in the Church and events, activities and services that will be occurring in the Church and in which you may be interested.

### **Processing your personal data.**

In the case of contact with the BCEC office, personal data you give to us is processed on the basis of your consent. With that consent we can keep you informed about our work, our news, activities, and process gifts and gift aided gifts. Data processed under legitimate interest will not be used for other purposes without your consent.

Sometimes personal data may be gathered by BCEC using third party websites and programmes, for example (but not limited to) Facebook, WhatsApp, Mailchimp or WeChat. BCEC can give no warranty as to the way in which personal data is processed by such third parties. You should check their websites for details of their privacy policies.

## **Will we share your personal data?**

We will not share your data with any third party unless required to do so by law (e.g. Gift Aid claims to HMRC). Data may be used as mentioned above solely within BCEC and only for the purposes of our work. We will only share your personal data with third parties outside of the BCEC with your consent.

## **Is data kept forever?**

No, we cannot retain it forever. Some, such as Gift Aid records and accounting records have to be kept for at least 6 years. Your personal data will be held in our records during the period of our active relationships. We will not keep your data for any longer than is necessary. Once it is no longer required we will take all reasonable steps to destroy it or erase it from our systems.

## **Your rights - your data**

Subject to limited exemptions under GDPR you have the following rights:

- The right to request a copy of your personal data which the Committee of BCEC, holds about you;
- The right to request that the Committee of BCEC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Committee of BCEC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) *[Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]*.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) *[Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/ exercise of official authority); direct marketing and processing for the purposes of scientific/ historical research and statistics]*
- To complain to the Information Commissioner's Office (details below)

Contact details:

If you have any concern about our use of your personal data, please contact

BCEC Data Manager,

BCEC, 14 Upper Gough Street, Birmingham, B1 1JG

The Information Commissioner's Office: Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF