



BIRCHINGTON BAPTIST CHURCH

Data Protection and GDPR Policy

Agreed and Adopted November 25

1. Introduction

Birchington Baptist Church is committed to protecting the personal data of its members, attendees, and all those with whom we come into contact. We recognise our obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to ensure that all personal information is collected, stored, and used fairly, securely, and lawfully.

This policy applies to all correspondence and information stored by Birchington Baptist Church, both digitally and physically. It applies to ministers, deacons, volunteers, staff, and all church members who handle or access personal information.

2. Personal Information We Hold

- Names and addresses
- Landline and mobile telephone numbers
- Email addresses
- Bank details (held securely by the Treasurer only)
- Images and photographs (digital and physical)

In addition, a church directory containing member contact details is provided only to church members. Individuals have the right to restrict what information is included.

3. Lawful Basis for Processing

Personal data is processed under the lawful bases of:

- Consent (where permission has been given to use data, e.g. inclusion in the directory).
- Legitimate interest (where data use is necessary for the functioning of church life, e.g. contacting members about services or events).
- Legal obligation (e.g. for financial records required by law).

4. Rights of Individuals under GDPR

- The right to be informed – People must know how their data is being used.
- The right of access – Individuals can request to see the data we hold on them.

- The right to rectification – Individuals can have incorrect data corrected.
- The right to erasure – Individuals can request for their data to be deleted.
- The right to restrict processing – Individuals can ask for limits to how their data is used.
- The right to data portability – Individuals can request their data to be transferred to another service.
- The right to object – Individuals can object to their data being used in certain ways.
- Rights in relation to automated decision-making and profiling – Individuals have rights if their data is used in automated systems.

5. The Church Directory

- The directory is strictly for church members only.
- Individuals may choose to restrict or withhold certain personal information.
- If a directory is lost, the church member must immediately report it to the church leadership, as this constitutes a potential data breach.
- No one may share another member's details without that individual's explicit consent.

6. Confidentiality

Confidentiality is central to all ministries, particularly:

- Pastoral Care Teams – Personal circumstances shared must not be disclosed without permission.
- WhatsApp or other Group Messaging – Group members should not forward or share contact details outside the group without consent.
- Leadership and Ministry Teams – Access to sensitive information must remain restricted to those who require it for ministry purposes.

7. Data Breach

A data breach is any situation where personal data is lost, stolen, shared without consent, or accessed unlawfully. If a breach occurs, it must be:

1. Reported immediately to the church leadership.
2. Recorded in the Data Breach Register.
3. Investigated promptly to assess risk and possible harm.
4. Reported to the Information Commissioner's Office (ICO) if the breach is serious (within 72 hours).
5. Communicated to affected individuals if their rights or freedoms are at risk.

8. Responsibilities

- Church Leadership is responsible for overseeing compliance with GDPR.
- The Treasurer is responsible for the secure handling of bank details.
- All members and volunteers are responsible for ensuring they respect confidentiality and do not share personal information without consent.

9. Policy Review

This policy will be reviewed annually or sooner if legislation changes.

Flow Chart A: Troubleshooting Data Breach Procedure



Flow Chart B: Compliance Checking Procedure

