



Undeb Bedyddwyr Cymru

The Baptist Union of Wales

Baptist Union of Wales Privacy Statement

The Baptist Union of Wales is committed to protecting and respecting your privacy and seeks to fully comply with the General Data Protection Regulations that came into force on the 25th May 2018. We believe it is extremely important to keep any personal information we hold secure and confidential. A key aspect of GDPR is that it gives individuals the right to be informed about how their personal data will be collected and used and we are required to determine the lawful basis for processing data.

What is the legal basis for processing data?

We process information, including any sensitive personal data (which includes an individual's religious belief/affiliation) on the following grounds:

- Legal Obligation (e.g. processing information in relation to Safeguarding)
- Contract (e.g. third parties who provide a service to BUW)
- Legitimate Interest (accreditation of Ministers,)
- Consent: (e.g. when we publish information about you): we will secure your written consent in a clear manner, appropriately recorded and updated as necessary. (The key issue for GDPR and sensitive data is that consent is explicit, and that individuals are clear in relation to that for which consent is sought and have a free choice as to whether or not to accept. Consent may also be given verbally in which case BUW will note this and the information provided).

The purpose of this statement therefore is to tell you:

1. What information we collect about you
2. How we store your personal information
3. How we process your personal information
4. To whom we might pass your information on to

All staff are required to sign this statement to confirm their awareness and personal acceptance of the policy.

1. INFORMATION THAT WE COLLECT FROM YOU

Annual Returns from our Churches

Every year we collect information from our churches. This includes contact details (name, address, telephone and e-mail address) for church officials. We hold this data for the purpose of contacting churches in membership with BUW and BUW accredited Ministers.

What is the legal basis for processing this data: Legitimate interest.

However, we will seek specific consent:

to publish details in the Annual Handbook which is made available for sale to BUW churches and distributed to those listed in Appendix A, and

to share contact details with third parties/church related external requests (e.g. funeral directors) k

What is the legal basis for processing this data: Written consent.

Information from Individuals and churches so as to process ministerial accreditation, grant applications, employment applications and payments

Detailed personal information, eg names, gender, age, marital status

Additional personal information that is requested when application for accredited ministry or employment e.g. education and employment history, journey to Ministry.

Personal and Professional References, DBS information

Where required bank details, national insurance details, HMRC details

We may obtain information from members of any Baptist Union or denomination in the UK or overseas who are members of the European Baptist Fellowship, Baptist World Alliance or World Council of Churches or other church educational establishments, denominations of partner organisations.

What is the legal basis for processing this data: Legitimate interest

Information from individuals so as to provide pastoral support

A written record will normally be held of any meetings including any information that you might share with us.

Copies of written communication that you send to us

Information obtained from other relevant parties eg mentor, Association Superintendent

What is the legal basis for processing this data: Legitimate interest

Information from individuals to promote or highlight the work of the BUW and its churches

Copy, photo or video footage for use in our publications and/or website.

What is the legal basis for processing this data: Written Consent. However when we use photographs or video footage from conferences or seminars or meetings we will make appropriate arrangements advising those present that materials from the event could be used for the purposes of highlighting the work of the BUW/Churches and that any attendees not wishing to appear in photographs or footage should advise BUW accordingly.

Information in relation to complaints

A written record of all complaints received will be held.

Website and Social Media

Cookies may be used to store information about you and your activity. If you wish 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 which contains comprehensive information on how to do this on a wide variety of desktop browsers.

2. WHERE WE STORE YOUR PERSONAL INFORMATION

We are committed to storing your personal information securely. This means that only those of our staff that need to see it have access.

Information is stored on computers, in paper form or both.

All computers are password protected. Confidential information is encrypted.

Paper files which hold personal information are stored in securely locked cupboards. Keys are kept securely.

Personal information is held until it is no longer required and financial information is kept for 7 years.

3. WHAT WE USE YOUR PERSONAL INFORMATION FOR:

Database: The database is accessed by office based staff only and is used to assist the Union to communicate effectively with its Ministers and churches.

Annual Handbook: To assist the Union, churches and Associations to network and communicate effectively

To process Ministerial Accreditation applications

To process Student Bursaries

To process Grant Applications (normally churches and Associations)

To send information to Ministers, Associations and Churches and Surviving Spouses of Deceased Ministers.

4. TO WHOM WE PASS ON YOUR INFORMATION

In response to specific requests from church members we will pass on contact details for Church Secretaries, Accredited Ministers and Church Workers unless you have specifically requested that we do not share your details.

In relation to matters of accreditation- members of any Baptist Union or denomination in the UK or overseas who are members of the EBF, BWA World Council of Churches or other churches educational establishments, denomination or partner organisations if appropriate. Such information will not be sent outside the European Economic Area without your specific consent.

Organisations who provide services for us (such as the Interdenominational Protection Panel)

Payroll services

Occasions may arise when we are required to disclose personal data by law, for example, a court order, local authority.

Issues relating to children or vulnerable people at risk of harm or potential harm. In such cases, matters will always be discussed with the relevant officer from the Interdenominational Protection Panel.

Others who may request information from us for their own purposes: local authorities, police, fire service, government departments, health authorities, medical practitioners. Requests from these agencies would be considered on a case by case basis in accordance with data protection law.

Any other general contact detail requests concerning church work but only if consent has been granted.

We do not give your information for marketing or commercial purposes.

5. CONFIDENTIAL INFORMATION

Where you have given us information expressly in confidence we will keep this information confidential. This means that we will store it securely and not share it with other parties unless you have given us explicit permission to do so or there is a statutory duty or court order to disclose. Where we cannot provide our services or support for you unless we can share this information with others, we will require that any information we so share is in turn kept confidential by those other persons. Others may supply information to us which is confidential, particularly for accreditation purposes or pastoral support for Ministers. Where information is confidential we may not be able to share the information or the source with you.

6. YOUR RIGHTS

You have a number of rights in relation to the personal data that is held about you. You can request a copy of the personal data held and how this is processed. You also have the right to update, amend, restrict or withdraw consent to the processing of your data along with the right to erase your data. Should you wish to exercise your rights then please contact the Baptist Union of Wales, Y Llwyfan, College Road, Carmarthen SA31 3EQ. 01267 245660 mennajones@ubc.cymru

7. SUBJECT ACCESS REQUIREMENTS

Requests for information will be processed within one calendar month and are free of charge.

8. CONTACTING US

You are welcome to contact us if you have any queries in relation to this Privacy Statement at:

Baptist Union of Wales, Y Llwyfan, Carmarthen, SA31 3EQ, 0345 222 1514.

Email: post@ubc.cymru

9. COMPLAINTS

If you are concerned about the way your information is being handled then please contact, in the first instance, the Baptist Union of Wales, Y Llwyfan, College Road, Carmarthen SA31 3EQ.

Telephone: 01267 245660 E-mail: mennajones@ubc.cymru If you remain unsatisfied with the outcome then you can refer the matter to the ICO via the

website: <https://ico.org.uk/concerns/handling/> or you can call the helpline on 0303 123 1113

10. CHANGES TO THIS STATEMENT

This statement may change. The current Statement will be displayed on our website and in our office.

25 January 2019

Appendix A

SWBC College

Y Coleg Gwyn

Interdenominational Protection Panel

SWBA

Free Churches Group

EBF

BWA

BUGB

BMS

Cytûn (Churches Together in Wales)

Presbyterian Church of Wales

Undeb yr Annibynwyr Cymraeg/Union of Welsh Independents

Pedair Tudalen (Interdenominational Weekly Newsletter)

Llyfrgell Genedlaethol Cymru/National Library of Wales

Regent's Park College

The British Library

Agency for the Legal Deposit Libraries

Religious Affairs Department BBC Cardiff

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