



Data Protection Policy

Adopted March 2026

To be reviewed March 2027

1. Purpose

Buckland Road Baptist Church is committed to protecting the personal information entrusted to us by our members, visitors, volunteers, children and young people, and others who have contact with the church.

As a small church with no paid staff, we will keep our approach simple and proportionate while taking reasonable steps to comply with UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. What information we may hold

Depending on our activities, we may hold information such as:

- Names and contact details of members, visitors and volunteers.
- Emergency contact details where appropriate.
- Information needed to organise church activities and events.
- Gift and donation records.
- Photographs or videos taken at church events.
- Information relating to children and young people attending activities.
- Correspondence and records relating to pastoral or practical support.

We will only collect information that we reasonably need for a legitimate church purpose.

3. How we use personal information

We may use personal information to:

- Communicate with members and visitors.
- Organise worship, meetings, activities and events.
- Maintain appropriate church membership or contact records.
- Organise rotas and volunteering.
- Keep financial and donation records.
- Meet legal or safeguarding responsibilities.
- Provide pastoral care where appropriate.

We will not normally use people's information for purposes that they would not reasonably expect.

4. Keeping information secure

Anyone handling church information should take reasonable care to keep it secure.

This includes:

- Keeping paper records in a secure place.
- Protecting computers, phones and online accounts with passwords or other appropriate security.
- Not sharing passwords.
- Avoiding sending personal information to the wrong person.
- Using the **BCC** field when sending an email to a large group where recipients should not see one another's email addresses.
- Taking particular care with information about children, safeguarding matters and pastoral care.
- Not leaving confidential information unattended in public places.

Where practical, church records should be stored in a central, secure location rather than on individual volunteers' personal devices.

5. Sharing information

We will only share personal information with others when there is a legitimate reason to do so.

We may need to share information with:

- Church leaders or volunteers who need it to carry out their responsibilities.
- Parents or guardians where appropriate and lawful.
- Organisations or service providers acting on behalf of the church.
- Relevant authorities where we are legally required to do so or where necessary to protect someone from serious harm.

We will not sell personal information or provide people's contact details to third parties for marketing purposes.

6. Email and group communications

Church email lists will be managed carefully.

Where appropriate, recipients will be given the opportunity to unsubscribe from non-essential communications.

For group emails, **BCC** should normally be used unless everyone receiving the email has a legitimate reason to see the other recipients' addresses.

7. Photographs and videos

We will take reasonable care when photographing or recording people at church activities.

Where consent is required or appropriate, we will obtain it before using identifiable photographs or videos, particularly for children and young people.

People can ask for an image of themselves to be removed from church-controlled publications or websites where appropriate.

8. Children's information

Information about children and young people will be handled with particular care.

We will only collect information that is reasonably necessary for activities, communication, emergency arrangements and safeguarding.

Access to children's information will be limited to people who need it for their role.

Safeguarding records will be treated as confidential and stored securely.

9. How long we keep information

We will not keep personal information indefinitely without a reason.

Records will be reviewed periodically and securely deleted or destroyed when they are no longer needed, subject to any legal,

accounting, safeguarding or other legitimate requirement to retain them.

Paper records containing personal information should be securely shredded when no longer required.

10. People's rights

People have rights under data protection law, including, in appropriate circumstances, the right to:

- Ask what personal information the church holds about them.
- Ask for inaccurate information to be corrected.
- Ask for information to be deleted where there is no good reason for us to keep it.
- Object to certain uses of their information.
- Withdraw consent where consent is the legal basis for processing.

Requests should be made to the church's Data Protection Lead.

11. Data breaches

If personal information is lost, accidentally disclosed, sent to the wrong person, stolen, or otherwise compromised, it should be reported **as soon as possible** to the Data Protection Lead or church leadership.

The church will assess what has happened, take steps to reduce any risk, keep an appropriate record, and report the breach to the Information Commissioner's Office (ICO) or affected individuals where required.

12. Volunteers and confidentiality

Anyone given access to church personal information is expected to treat it confidentially and only use it for their church responsibilities.

Volunteers should not copy, download, forward or retain personal information unnecessarily.

Confidential information obtained through pastoral care or safeguarding responsibilities must not be discussed with people who do not have a legitimate need to know.

13. Complaints and questions

Anyone with a question or concern about how the church handles their personal information should contact the Data Protection Lead at bucklandroadchurch@gmail.com

If someone is unhappy with how their personal information has been handled, the church will seek to resolve the matter promptly and fairly.

They may also contact the **Information Commissioner's Office (ICO)** if they remain concerned.

14. Review

This policy will be reviewed at least once a year and whenever there is a significant change to the church's activities or the way it handles personal information.