

## Sidcup Baptist Church use of Church Suite Notice



Sidcup Baptist Church

If you choose to become part of Sidcup Baptist Church, we encourage you to provide contact details so that we can keep in touch with you.

With your consent, your data is stored on 'ChurchSuite', Sidcup Baptist church's management database and we provide you with guidance on how to create an account and login. ChurchSuite has 256-bit military grade encryption and is hosted in a secure UK data centre, protected by 24/7 physical security access control, fire suppression and redundant power failure systems. We encourage all ChurchSuite users to refer to the ChurchSuite privacy notice for more information about how ChurchSuite protects and uses your data.

ChurchSuite is used for the purpose of making communication easier and for congregation members to be able to find one another. If you use ChurchSuite, you have complete control over what contact details you wish to be visible to other congregation members and they are visible exclusively to other congregation members who have also agreed to have their information recorded. Congregation members not on ChurchSuite will not have access. We ask you to keep your contact details up to date and if you are unable to amend them yourself please tell us any changes so that we can do that for you. Please use other people's contact details from Church Suite only for the purpose of contacting them and only share someone's details with anyone who is not on Church Suite if you have obtained permission first.

You can update your privacy settings by logging on to your ChurchSuite account. If you wish to have your personal information deleted from ChurchSuite please let us know and we will delete that information wherever practicable. You can unsubscribe from email reminders or contact via ChurchSuite by clicking 'unsubscribe' at the bottom of a ChurchSuite email or by logging into your account and changing your privacy settings.

By providing your personal details, you agree to allow us to contact you by mail, email, telephone or SMS text message in connection with the church's charitable purposes either on the basis of the consents you have given us or for our legitimate interests in accordance with current data protection regulations. You can change the way we contact you or the kind of material we send you at any time by contacting us by mail or email to [secretary@sidcupbaptistchurch.org.uk](mailto:secretary@sidcupbaptistchurch.org.uk) or 167 Main Road Sidcup Kent DA14 6PA.

### Why do we collect and use your information?

We will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this ChurchSuite Use Notice. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, we will only use and disclose your personal information as follows:

- To keep you informed of the church's activities, upcoming events, training courses and programmes e.g through email, the weekly newsletter and ChurchSuite
- To contact Sidcup Baptist Church Members with important developments within the church
- To answer any enquiry or request for information about the church, its assets, its services or events, including any complaints
- To contact you if you are on a rota or in a house group or similar
- To provide appropriate pastoral care to congregation members
- To assess the quality of our services
- To fulfil our purposes as a church and to comply with the law regarding data sharing.

Upon setting up your MyChurchSuite login, you are consenting to our putting your information on ChurchSuite for the purposes outlined above. We will not share your information with third parties without your consent unless the law requires us to do so.

Under Data Protection legislation, you can request access to the personal information that the church holds about you by contacting the Church Secretary on [secretary@sidcupbaptistchurch.org.uk](mailto:secretary@sidcupbaptistchurch.org.uk). We will provide you with a report of your personal information within 30 days unless we are legally authorised to refuse your request. We may refuse your request to access, amend or suspend your account in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

## Your rights under GDPR

The following are your rights under GDPR:

- The right to request a copy of your personal data which Sidcup Baptist Church holds about you;
- The right to request that Sidcup Baptist Church 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 Sidcup Baptist Church 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]
- The right to lodge a complaint with the Information Commissioners Office.

## Security

The Church will take reasonable steps to keep secure any personal information we hold and to keep this information accurate and up to date. Personal information, held electronically, is stored in a secure server or secure files with restricted access and careful monitoring.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact the church administrative manager.

## Contact

If you would like to discuss anything in this ChurchSuite Use Notice, please contact: [secretary@sidcupbaptistchurch.org.uk](mailto:secretary@sidcupbaptistchurch.org.uk), 167 Main Road, Sidcup, Kent, DA14 6PA