

Sidcup Baptist Church Privacy Notice and Data Protection Policy (GDPR Policy)



1. How Sidcup Baptist Church (“we”) use your information

Sidcup Baptist Church has adopted this Privacy Policy as your privacy is important to us and we are committed to safeguarding your information. This policy explains how we comply with the DPA (Data Protection Act) and the General Data Protection Regulation (GDPR) which came into effect on 25 May 2018. It also takes account of the Data (Use and Access) Act 2025, in particular relating to any complaints concerning the protection of data. This Privacy Notice refers to the protection and use of information relating to church members and attenders including when you use our website www.sidcupbaptist.org.uk.

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.

2. 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 Privacy 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 your personal information as follows:

- To keep you informed of the church’s activities, upcoming events, training courses and programmes eg 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 members and attenders
- To assess the quality of our services
- To fulfil our purposes as a church and to comply with the law regarding data sharing
- To assist the church, the staff and the Trustees with the management of issues relating to the Church including:
 - The employment of staff
 - The recruitment of volunteers for serving teams, ensuring compliance with safeguarding procedures through DBS checking
 - Managing the church’s House Groups, community lunch other church-run groups
 - Managing giving and Gift Aid information
 - Processing expense claims

- The management and maintenance of the church premises and its users including external organisations.

3. How we collect information about you

We collect personal information each time you are in contact with us. For example, when you:

- Visit our website.
- Use ChurchSuite.
- Make a donation or complete a Gift Aid Declaration Form.
- Provide your contact details, in writing or orally to church staff or volunteers, whether in relation to church services or other church activities or groups.
- Communicate with the church by means such as email, letter, telephone.
- Use 167 Main Road (the church buildings) for events or meetings.
- During face to face meetings with staff and volunteers.
- Access our social media such as on Facebook, WhatsApp and Instagram.
- Engage in groups over conference call platforms such as Zoom.

4. The categories of information that we may collect and hold include:

- Personal information (such as name, telephone number, address and email address)
- Financial information (such as banking details for those who donate to the church via arrangements such as standing orders or bank transfers, or for individuals or companies contracted to do work for the church such as repairs and maintenance, or suppliers of goods or services).

5. Where we store your data

With your consent, your personal information (such as name, telephone number, address, email address and date of birth) is stored on 'ChurchSuite', Sidcup Baptist church's management database (see

Security below for more information).

Financial information (e.g. charitable giving by individuals and associated banking information) is stored separately in a secure server or secure files with careful monitoring. It is managed by a restricted number of staff or individuals on the Finance Team.

Personal information relating to contractors or suppliers of goods or services to the church is not stored in ChurchSuite. It is held securely by the Hon Treasurer.

6. Who sees your information

The information you provide to us will be held securely on computers and servers in the UK and not outside the EEA or EU. It may be accessed by church Staff or Team Leaders for the purposes set out in this notice. It may be accessed by the ChurchSuite Support Team for purposes of managing our account and resolving issues but this can only be done by written consent and authorisation from us.

If you choose to become part of Sidcup Baptist Church, your contact details on ChurchSuite become visible exclusively to other congregation members for the purpose of making communication easier and for congregation members to be able to find one another. It is your choice what contact details are visible to others and we ask you to take responsibility for keeping your contact details up to date.

7. Sensitive Personal Information

We may collect and store sensitive personal information such as health information or religious information when you and/or your family attend or register for church events. Your personal information will be kept strictly confidential. It is never sold, given away, or otherwise shared with anyone, unless required by law.

8. Data retention

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. If you would like to know specific retention periods please refer to the retention [schedule in Annex 1 at the end of this policy](#)

9. Keeping your details up to date

Please tell us as soon as any of your contact details change so that we can keep our records up to date. We will also contact you annually to invite you to check that the information we are holding is accurate and that you agree to us holding it.

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 or c/o 167 Main Road Sidcup Kent DA14 6PA. If you use ChurchSuite, you have complete control over what personal information you wish to be visible to other congregation members. 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.

10. Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so. Upon setting up your MyChurchSuite login, you are consenting to us putting your information on ChurchSuite for the purposes outlined above. If you have provided your personal information for the purposes of completing a DBS check, your details are passed on to ThirtyOne:Eight who carry out disclosure checks on our behalf and use and store the information according to their [DBS statement of fair processing](#). We take every precaution to protect your information by restricting access to your data, ensuring only two trusted congregation members can manage the DBS application process.

11. Children and youth

We manage the data of children and youth as follows:

- We will only hold data about under 18s, including additional needs or medical/allergies information, with the consent of their parent/carers.

- Data about under 18s is held in a separate section of ChurchSuite, only accessible to trusted members of the team working with children and young people. Paper details are kept in a locked drawer in the church office.
- We will only take photos of under 18s with the consent of the young person and their parent/carer.
- We will only contact children and young people via the parent/carer who has given us consent to hold their information and provided us with that information (e.g. via contact/consent forms given for children attending our youth and children's activities).
- We will not use children's data for any marketing, profiling or similar purposes, and will not share it with anyone else.
- We uphold the principle that the best interests of the child should be the first consideration in any decision around the holding and sharing of their data.

12. Requesting access to your personal data

Under Data Protection legislation, you can request access to the personal information that the church holds about you by contacting the church secretary. We will provide you with access to your personal information within 30 days unless we are legally authorised to refuse your request. We may refuse your request to access, amend or delete your personal information 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.

13. 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 of your data 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.

14. Complaints

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. Complaints about the way the Church protects your data would be dealt with according to the Church's [Complaints Policy and procedures](#).

If you are not satisfied with our response you may go directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

15. Security

The Church will take reasonable steps to keep secure any personal information, which we hold and to keep this information accurate and up to date. Personal information is stored on 'ChurchSuite', Sidcup Baptist church's management database. 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 would encourage all ChurchSuite users to refer to SBC's [ChurchSuite use notice](#) for more information about how ChurchSuite protects and uses your data.

Financial data and data relating to contractors is stored in a secure server or secure files with restricted access and careful monitoring.

The Internet is not a secure method of transmitting information. Accordingly, we cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. We take security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. Your information will be held for a reasonable period or as long as the law requires or permits.

16. Cookies Policy

Cookies are small amounts of information that websites store on your computer. Unless you have indicated your objection when disclosing your details to us, our website will issue cookies to your computer when you log on to our website. Cookies make it easier for you to log on to and use the site during future visits. They also help to monitor website traffic and to personalise the content of the site for you but will not store save or collect personal information. You may set up your computer to reject cookies although, in that case, you may not be able to use certain features on our site.

17. Links

Our website may also include links to other websites. Links provided by the church are for your convenience to provide further information. Users should note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links.

18. Downloads

Any documents or files made available to download from our website or our YouTube channel (SBC Scattered) are provided at users' own risk.

19. Changes to the Policy

Sidcup Baptist Church may amend this Privacy Policy from time to time to ensure compliance with changes or amendments to the law of the UK. Any amended version will be available on our website at www.sidcupbaptistchurch.org.uk. We suggest that you visit our website regularly to keep up to date with any changes.

20. Contact

If you would like to discuss anything in this privacy notice, please contact:
secretary@sidcupbaptistchurch.org.uk

or

The Church Secretary, c/o 167 Main Road, Sidcup, Kent, DA14 6PA.

Version control: Policy adopted by the Trustees on Tuesday 6 October 2026

Annex 1 – Retention Schedule

Type of information	Review period	Retention Period
Congregation members (including parents or guardians of children participating in church activities)		
- Names, addresses, phone numbers and email addresses - where individuals have provided these to the church - Where members or those associated with the church have died	Annual As advised	Up to 12 months beyond last known contact Up to 12 months beyond the notified date of death
Financial information of congregation members (banking details, donations, gift aid declarations etc)	Annual	Seven (7) years or any other period stipulated by the Charities Commission or HMRC.
Church Staff		
- Names, addresses, phone numbers and email addresses - Financial information (including banking details, pensions, tax and national insurance)	Annual Annual	Seven (7) years (after cessation of contract) or any other period stipulated by the Charities Commission, London Baptist Association, DWP or HMRC.
Contractors		
- Names, addresses, phone numbers and email addresses of specified contacts - Financial information (banking details, details of contracted goods or services, VAT, etc)	Annual Annual	Three (3) years after the goods or services provided Seven (7) years (after contracted goods or services provided) or any other period stipulated by HMRC.
Children		
Names and health information (provided by and subject to consent of parents or guardians for children below age 18).	Annual	Up to 12 months beyond last known contact