



SWBA Privacy Statement

We are South West Baptist Association (“SWBA”, “we”, “us”), a charity registered in England and Wales under charity number 1124938. Our contact details are:

Address: SWBA, 36-38 Wonford Street, Exeter EX2 5DL

Email: admin@swbaptists.org.uk

Tel: 01392 433533

This privacy policy describes what information (your ‘personal data’) we collect about you, the purposes for which we collect it and how we will handle and use it.

For the purposes of data protection law, we are considered as the ‘controller’ of the personal data we collect and hold about you and we are therefore responsible for it.

Our Operations Manager (Chris Fry) is our **Data Protection Officer** and she is the person responsible for matters relating to the protection of personal data. She can be contacted using the details shown above.

We are registered with the Information Commissioner’s Office (“ICO”) with registration number Z8608372

Introduction

We hold and process various categories of personal information for a number of reasons. We collect this data either from you or from third parties who provide it to us.

Information about you

We may collect information about you in the following ways:

i) Information which you give us

We collect information about you when you fill in one of our forms and when you communicate with us in writing, by email, phone or text. This can include (but is not limited to) your name, address, email address, phone number(s), the roles you hold within your church and your bank details.

If you contact us in relation to applying for Baptist Ministerial Accreditation or placement/settlement in one of our churches, we will work in conjunction with the Baptist Union of Great Britain and they will handle your data according to their Data Protection Policy which can be found on their website www.baptist.org.uk

If you apply for a job with us or work for us in a paid or voluntary capacity, additional information will also be collected. Information in this regard will be provided to relevant individuals or organisations to enable both you and us to fulfil our obligations effectively.

ii) Information we collect about you

Normally we will only process the information which you have provided us directly. We may, however, obtain additional information about you from relevant third parties in connection with your application for Baptist Ministerial Accreditation or settlement, or if you apply to or work for us in a paid or voluntary role.

Why we collect and process this information

In this section we list the different purposes for which we collect and use your personal information, as well as the legal grounds under the Data Protection Act 1998 and (from 25 May 2018) the General Data Protection Regulation on which we rely to justify such data processing.

Purpose	Legal grounds
Enabling us to communicate with and support the most appropriate persons within our member churches in their role and in the work of their church	The information is necessary for our legitimate interest of supporting, resourcing and advising SWBA member churches
Enabling us to communicate news and stories amongst the churches of our region and to publicise resources, events and training which may be of interest to our churches and their ministers/ members	This information is sent only to those who have given their consent
Enabling contact and communication between our member churches and their personnel	Contact information for each church and its key personnel is published in our annual Directory but we only include such data where individual consent has been given
Enabling us to communicate with individuals who make contact with us regarding particular enquiries. This includes enquiries in relation to Baptist Ministerial Accreditation and other forms of ministry recognition and settlement	The information is necessary for our legitimate interest of assisting those who make enquiries relevant to our work or the work of our churches. Where appropriate, please see also the BUGB Ministries' Privacy Notice which can be found here https://baptist.org.uk/Articles/369731/BUGB_PRIVACY_STATEMENT.aspx Where context permits, this should be read to include SWBA in the definition of "we" and "us".
Enabling us to support our churches in matters relating to the safeguarding of children, youth and adults at risk	The information is necessary for our legitimate interest of supporting, resourcing and advising SWBA member churches. Please also see the BUGB Safeguarding Privacy Notice which can be found here https://baptist.org.uk/Articles/369731/BUGB_PRIVACY_STATEMENT.aspx Where context permits, should be read to include SWBA in the definition of "we" and "us".

Enabling us to pay expense claims to staff, trustees and others acting for us in a voluntary capacity	The information is necessary for our legitimate interest to properly administer expense claims and to maintain adequate and accurate financial accounts.
Enabling us to fulfil our statutory, contractual and pastoral obligations to our staff, workers, volunteers and contacts.	The information is necessary for our legitimate interest of supporting, resourcing and advising SWBA member churches, and for our legal obligations as an employer.

Disclosure of your information

At times we may share your information with others. The following is a list of who we will or might share our information with:

- Our employees, contractors and volunteers on a need-to-know basis;
- Employees and volunteers working for one of our partner organisations with whom we have a Data Sharing Agreement and/or are also members of the Baptist Union of Great Britain/Baptists Together. A list of these organisations can be found at the end of this document.
- Our professional advisors including our Auditors and Legal Advisors
- Anyone who is a minister or elected leader of one of our member churches, or who serves SWBA in a paid or voluntary capacity, can request a copy of our annual Directory
- If you are an applicant for accredited Baptist ministry, settlement or another form of ministry, we will share your application documents with those involved in the interview process

Where we keep your personal data

All your personal information covered by this policy will be stored in the UK. We will not transfer your information outside the European Economic Area unless we are permitted to do so by law and we will inform you about such transfer before it is done.

Retention of data

We will keep the personal information covered by this policy for the periods of time specified in our Data Retention Policy and at the end of the applicable retention periods we will safely and securely delete it.

Your rights in relation to your data

You have a number of rights under data protection law. These include:

- The right to access your personal data and to obtain certain information about it;

- The right to rectify the data if it is inaccurate;
- In some circumstances, such as when the data is no longer required or if the use of the data has no legal justification, the right to have that data erased;
- In limited circumstances, the right to object to our handling of the data;
- In limited circumstances, the right to restrict the handling of your data;

More details about how these rights apply can be found in our Data Protection Policy which can be accessed from [\[link to our website page\]](#).

You have the right to withdraw your consent at any time where we rely on consent as the legal grounds for processing your personal data. This would not affect the lawfulness of anything done before consent is withdrawn but it would stop us from continuing to use the relevant information.

You can exercise your rights or obtain more information about them by contacting our Data Protection Officer. Email: admin@swbaptists.org.uk

Complaints to the Information Commissioner

You have a right to complain to the Information Commissioner's Officer (ICO) about the way in which we collect and handle your personal data. Complaints to the ICO can be made on the ICO's website <https://ico.org.uk/>.

Changes to our Privacy Notices

We may change our privacy notices from time to time in which case we will upload the updated notice(s) to our website. It is advisable to refer to the privacy notice(s) regularly, particularly before sharing information about yourself which you consider to be sensitive.

Partner Organisations

We have a data sharing agreement with the following partner organisations:

The Baptist Union of Great Britain

Thirtyone:eight (our safeguarding partners)

We may also share data with the following partner organisations either directly or through our Data Sharing Agreement with BUGB:

Baptist Pension Trust Ltd

BMS World Mission

Bristol Baptist College

Central Baptist Association

Eastern Baptist Association

East Midland Baptist Association

Heart of England Baptist Association
London Baptist Association
Northern Baptist Association
Northern Baptist College
North Western Baptist Association
Regents Park College
Retired Baptist Ministers Housing Society/Trust
South Eastern Baptist Association
South Wales Baptist Association
South Wales Baptist College
Southern Counties Baptist Association
Spurgeon's College
West of England Baptist Association
Yorkshire Baptist Association