YBC Privacy Notice

At Yardley Baptist Church (YBC) we collect and use your information to contact you regarding our activities, to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law regarding data sharing. We do not share your information with others except as described in this notice.

Our principle
We will not share your information with third parties except where you have consented, where it is necessary to provide our services, or where we are required or permitted to do so by law.

What information do we collect?

We hold personal information about you for one or more of the following reasons:

- Because you are or have been a member or regular attender of YBC
- Because you participate in an activity or group organised by YBC
- Because you have consented for your children to participate in an activity or group
- Because you have made a donation to, or reclaimed expenses from YBC
- Because you have requested prayer or pastoral support from YBC
- Because you have requested information from us
- Because you have used our building for community purposes

The information we hold **may** include your name, title, email address, physical address, telephone numbers, date of birth, group membership, donations made to us and direct bank payments made by us, dates and details of when you used our rooms or attended events, and pastoral support information.

We collect information on our users through CHURCHSUITE.
The minimum information we need to register a user is your first and last name and a password. We also ask for some further, voluntary information so we can provide a richer, more useful address book. We also ask for contact details so that you can receive information and invitations via regular emails.
We make payments using EXPENSE PLUS.
The minimum information we need to register a user is your first and last name and bank details.

Who will have access to your information?

By default your personal information will be visible to other authenticated users of YBC's **CHURCHSUITE**. You can change these settings from your personal profile page. YBC trustees have access to all personal data stored on **CHURCHSUITE**.

The members of our finance team will have access to **EXPENSE PLUS** and will be able to view the details of your giving to YBC.

Third-party service providers

To help us administer the church and communicate with members and others connected with our activities, we use a number of trusted third-party service providers. These may include providers of church management systems, online meeting services, website hosting, financial administration and electronic communications.

These organisations process personal data on our behalf and are required to protect it appropriately and only use it in accordance with our instructions and applicable data protection law.

Examples of such providers currently include ChurchSuite, Expense Plus, Zoom and our website hosting provider.

International transfers

Some of the organisations we use may process or store personal data outside the United Kingdom.

Where personal data is transferred outside the UK, we will ensure that appropriate safeguards are in place in accordance with UK data protection law. These safeguards may include transfers to countries recognised as providing adequate protection, or the use of approved contractual safeguards.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations.

Complaints
If you feel that your personal information has not been handled by us according to Data Protection legislation, or YBC's Data Protection Policy, you can complain to us. Contact the Data Protection Officer at secretary@yardleybaptist.co.uk, who will support you in this. For further information you can read our Complaints policy (available on request)

Any Questions

Please contact the church secretary (YBC's data protection trustee): secretary@yardleybaptist.co.uk