

BUGB Privacy Notice (Website)

We are the **Baptist Union of Great Britain** (“BUGB”, “we”, “us”), a charitable incorporated organisation registered in England and Wales under charity number 1181392. Our contact details are:

Address: The Baptist Union of Great Britain, PO Box 44, Didcot, OX11 8RT

Email: www.baptist.org.uk/contactus

Telephone: 01235 517700

This privacy notice describes what information (your ‘personal data’) we process about you through the use of our website <https://www.baptist.org.uk>, 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 Legal Services Manager (Damien Miller) is our **Data Protection Officer**, and he is the person responsible for matters relating to the protection of personal data. He can be contacted at the address above or by email (dataprotection@baptist.org.uk) or phone 01235 517700.

We are registered with the Information Commissioner’s Office (“ICO”) with registration number Z5717589.

1. INFORMATION ABOUT YOU

By using our website, we may collect the following information about you in the following ways:

1.1 Information which you give us

We collect information about you when you fill in forms on our website and when you communicate with us. This includes (but is not limited to) the information you provide us with when you sign up to one of our mailing lists, complete your Church Update, fill out one of our ‘contact us’ forms, respond to a survey, book into an event or purchase something from our online shop.

This can include your full name, address, email address, phone number, financial and credit card information, dietary preferences or access requirements.

You may also provide us with your photo or video footage containing your image. We will publish images on our website where we have your explicit consent to do so.

1.2 Information we collect about you

By visiting and interacting with our site we also collect certain information about you automatically. This includes information about the browser you use, the type of computer, your means of connection to our site, the operating system and the Internet service providers utilized and other similar information, as well as information about your visit. This may include the date and time of your visit, clickstream to, through and from the website, how much time you spend on each web-page and how you interact with the website.

For all images and video that we take as BUGB, we will ensure that all possible participants have a clear understanding of our processes and are able to give or withdraw their consent at any point to the retention and/or publication of their image(s) in line with our [Image Sourcing and Permissions Policy](#). Where images are provided to us by a third party, we will not publish these

or embed video footage on our website without confirmation in writing that the third party has the necessary rights and permissions from you to use and share your personal data in this way.

2. WHY WE COLLECT 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 2018 and the Retained General Data Protection Regulation (UK GDPR) on which we rely to justify such data processing.

| Purpose | Legal grounds |
|--|--|
| Including you in one of our regular mailings keeping you informed about wider Baptist life | By signing up through our website to be on one of our mailing lists you are giving us your consent for us to contact you in this way |
| Receiving donations, acknowledging receipt of donations and keeping a record of donations received | The information is necessary for our legitimate interest to properly administer donations received and to maintain adequate and accurate financial accounts |
| Operating, maintaining and improving our website | The information is necessary for our legitimate interest to ensure the smooth functioning of our website and its continuous improvement, and for providing relevant support, news and information to our members |
| Keeping our website secure | The information is necessary for our legitimate interest to protect our website's integrity and to protect user data |
| To enable you to book into events which we are running or promoting, to purchase a resource from our online shop, or to apply to be a part of the Networking Zone or a delegate at the Baptist Assembly. | This information is necessary to enable us to provide you with the requested event entry, purchase or booking. By providing us with the requested details you are giving your consent for this information to be processed for this specific purpose only. Where these events are live streamed please see the information below about our use of YouTube. |

| | |
|--|--|
| <p>Responding to your queries, including prayer requests, through our 'contact us' section</p> | <p>This information is necessary for us to be able to reply to your query or request. By providing us with the requested details you are giving your consent for this information to be processed for this specific purpose only. If you are providing personal data for the purpose of prayer, you are giving your consent for this information to be processed for this specific purpose only.</p> |
| <p>Processing information provided through the online Church Update system</p> | <p>Please see our separate 'Church Update' Privacy notice which can be found at www.baptist.org.uk/privacy</p> |

3. 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 in place. Please see the current list of partner organisations at www.baptist.org.uk/privacy
- Our current website developers and administrators - 'Hubb Church' a trading name of Endis Limited.
- Verite Ltd who manage our online shop
- Minted Box Ltd – who provide our Church Update and Church Healthcheck systems
- MailChimp (names and email addresses only) who facilitate our regular e-mailings
- Payment service providers
- Event organisers - your information will only be passed to the organisers of the event you have booked into through our website.
- Analysts and consultants who might help us improve and optimise our website
- Our professional advisors, including our solicitors, auditors and Honorary Tax Advisor
- Service providers who assist us with protecting ourselves from fraud and money-laundering
- Service providers who assist us with managing our credit
- IT system providers who have access to data so that we can ensure that our systems operate effectively and that we are running current versions of software
- Law enforcement and statutory authorities and other organisations or regulatory bodies which we may have a legal obligation to disclose information to.

4. WHERE WE KEEP YOUR PERSONAL DATA

All your personal information covered by this notice will be stored in the UK. To deliver services or manage our relationship with you, it is sometimes necessary for us to share your Personal Data outside of the UK (e.g. when our service providers are located outside of the UK). Many countries do not have the same data protection laws as the UK. We will, however, take reasonable steps to ensure that any such service provider has in place appropriate measures to protect your information and any contract includes appropriate clauses about the use of data. For instance, we will take steps to confirm that a third party outside of the UK is either covered by an existing adequacy agreement or has put in place regulator approved standard contractual clauses to provide an adequate level of protection for personal data.

MAILCHIMP

Please note that our regular mailings are facilitated through 'MailChimp' which may process this data in the United States. 'MailChimp' processes data in compliance with the Standard Contractual Clauses approved by UK Data Protection Law in order to provide an adequate level of protection for personal data. You have the right to unsubscribe from such mailings at any time.

YOUTUBE

The website makes use of YouTube for playing videos. We have embedded YouTube videos in our website. These videos are stored on www.youtube.com and are directly playable from our website. The video platform is operated by YouTube LLC, a company of Google Inc.

We have no influence on the data transferred to YouTube. By visiting a website with embedded YouTube videos, a connection between your browser and the Google marketing platform may be established.

All new videos are embedded in an advanced data protection mode. Based on the information given by YouTube, when using the advanced data protection mode no cookies are placed on your computer and no data about you as a user of our website are transmitted to YouTube if you do not play the videos.

Further information on the purpose and scope of data collection and processing by YouTube as well as on your relevant rights and options for protection your privacy can be found on the following links:

YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA

<https://www.google.co.uk/contact/>

Terms and conditions: <https://www.youtube.com/t/terms>

Information about data privacy: <https://policies.google.com/?hl=en&gl=uk>

Technologies and principles: <https://policies.google.com/technologies?hl=en&gl=uk>

Privacy policy <https://policies.google.com/privacy?hl=en&gl=uk>

VIMEO

We have embedded Vimeo videos in our website. These videos are stored on www.vimeo.com and are directly playable from our website. The video platform is operated by Vimeo Inc.

By visiting a website with embedded Vimeo videos a direct connection between your browser and a server of Vimeo is established. Vimeo stores information about your visit of our website including your IP address. If you have a Vimeo account and do not wish that Vimeo collects information about you through this website and associates this information with your member data on Vimeo, you must log out before visiting this website. You can receive further information on the purpose and scope of data collection and processing by the third-party provider as well as on your relevant rights and options for protection your privacy on the following links:

Vimeo, Inc., 555 West 18th Street, New York, New York 10011, USA

Terms and conditions: <https://vimeo.com/terms>

Cookie policy: https://vimeo.com/cookie_policy

Privacy policy: <https://vimeo.com/privacy>

5. RETENTION OF DATA

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

6. 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 www.baptist.org.uk/privacy

You also have the right to withdraw your consent at any time when we rely on consent as a legal ground to justify our handling of 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: dataprotection@baptist.org.uk or ring 01235 517700).

7. COMPLAINTS

We acknowledge that we may not always get things right, so if something has gone wrong, we need you to tell us. This will help us to improve our standards of service and data protection controls.

The table below shows the different ways you can contact us to make a complaint.

| How to complain | More information |
|--|--|
| By completing our data protection complaint form | The data protection complaints form can be found here or we can post a copy to you. You can complete the form electronically and email it to us at dataprotection@baptist.org.uk . Using the data protection form is entirely optional and you may prefer to complain to us using one of the other methods set out in this table. |
| By telephoning us | You can telephone us on 01235 517700. |
| By emailing us | You can email us with details of your complaint at dataprotection@baptist.org.uk . |
| By using our dedicated complaints procedure | A description of our complaints procedure is provided on our website here , together with a link to our general complaints form. |

We will acknowledge your complaint within 30 days of receiving it.

We will take reasonable steps to verify the identity of the person making the complaint. This may involve requesting further information or documentation from you. If the complaint is made on behalf of someone else, we will also need to check that the person making the complaint is properly authorised to do so.

If, having requested additional information, we are not in a position to identify the person making the complaint or we are not satisfied that they have proper authority to make the complaint, we may be unable to deal with it.

We will investigate your complaint. This will usually involve reviewing your complaint; locating and reviewing the records we hold about you; establishing the relevant facts; and liaising with individuals who you may have dealt with.

We may also need to ask you for further information or documents. If so, we will ask you to provide the information within a specific period of time.

We will update you on the progress of your complaint at appropriate times and inform you of the outcome of the complaint without undue delay.

We will explain clearly what we've done to resolve your complaint and, where appropriate, any action we have taken as a result.

If you are unhappy with the outcome of your complaint, 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/>. You should usually submit your complaint to the ICO within three months of your last contact with us.

8. THIRD-PARTY WEBSITES

Our website may refer or contain links to other websites. Please note that this privacy notice does not apply to information collected through these websites. These third-party websites should have their own privacy policies which describe how they might collect your data and use it.

We are not responsible for these third-party websites or the information which they might collect and, therefore, you are encouraged to view their policies before browsing through third party websites or providing them with information.

9. COOKIES

Like most other websites, our website uses cookies.

Cookies are small files which websites store on your computer and which contain various types of information about your visit to a website. They are not viruses or malicious software but they are generally aimed at providing you with a good experience when browsing a site by, for example, remembering your preferences so that you do not need to reset them every time you visit the website.

Although cookies do not normally contain information about you personally they can record information about how you browse the internet. They can therefore be used by websites to advertise goods and services which, based on your browsing history, are similar to goods and services which you have previously searched online. This is why some users reject or delete cookies.

Cookies normally expire after a length of time which can vary from a few minutes to more than a year. Some cookies are 'session cookies' which are deleted when you close your internet browser or after a period of inactivity. Others are 'persistent cookies' which remain on your computer until their expiration date.

Please see [our cookie policy](#) for more information about the cookies we are currently using.

We do not store cookies on your computer without your consent, unless they have the sole purpose of carrying out the transmission of communications or they are strictly necessary for providing an online service.

You may restrict or block cookies which are set by any website through your browser settings. Your browser settings also allow you to clear your browsing history and delete cookies. Information about how you can do this can be found on this link <https://ico.org.uk/for-the-public/online/cookies>. Mobile devices may have their own settings and you need to refer to the manual of the device.

Please note that restricting or disabling cookies may impact the functioning of parts of our website.