

# Data Privacy Notice



## 1. Personal data

The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”). Association of Baptist Churches in Ireland (“ABCI”) collects and processes personal information, or personal data, relating to its staff, volunteers, supporters, students and those connected with member churches, particularly those holding office. This personal information may be held by ABCI on paper or in electronic format.

## 2. Controller of data

ABCI, is the data controller (contact details below). This means that we decide how your personal data is processed and for what purposes. ABCI is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information through your connection with ABCI.

## 3. Processing of Personal data

We comply with our obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for one or more of the following purposes depending on the way in which you are connected to, engage with, or avail of services provided by ABCI:

- To run the administration of ABCI including Churches’ Council, Executive Committee, Management Committees and sub-committees;
- To liaise with and support Baptist Churches in Ireland; including maintaining records of pastors, church secretary’s, treasurers and other officers and the publication of a Directory;
- To provide information about news, events, prayer request and activities within ABCI including the distribution of publications, mailings and newsletters, etc.;
- For administration and related purposes with regard to those who have subscribed to ABCI publications and social media;
- To manage recruitment processes and administer personnel procedures in respect of employees;
- To recruit and appoint volunteers to posts within ABCI;
- For the purposes of training of students for ministry and for the education and training of other students, elders and those attending courses provided by ABCI;
- For the effective running of our children’s and youth activities and programmes;
- To provide central payroll services for member churches;
- To provide safeguarding services to ABCI and member churches;
- For the purpose of conference and events management;
- For the administration and support for users of IT resources;
- To manage the finance of ABCI including the payment of expenses/invoices, the payment of stipends/wages/salaries and the recording of income and donations including related gift aid administration.
- Archiving for research and historical purposes;
- For the fulfilment of contractual, regulatory compliance and legal obligations;
- To respond to general enquiries.

#### **4. Legal basis for processing personal data**

The lawful basis for processing data is dependent upon the data subject (individual) and the purpose of the data processing. For example: the data processing for an employee in terms of what data is collected and how it is further processed is different from that of a church officer. Legal bases we rely on will primarily consist of one or more of the following:

- Processing is necessary for the purposes of legitimate interests pursued by ABCI or a third party except where such interests are overridden by the interests, rights or freedoms of the data subject. This is where we need to use your data to engage in our normal day to day activities e.g. keeping a record of your name and address on our membership list;
- Processing is carried out by us in our capacity as a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - There is no disclosure to a third party without consent.

An example of this may be where a record of sensitive data may need to be kept by us so that effective pastoral care may be provided to members;

- Explicit and informed consent of the data subject. An example of this would be your consent to joining a mailing list so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about various events;
- Processing is necessary for us to comply with the law. Examples of this could be our legal obligations to maintain certain records so that we may carry out our obligations under employment, social security or social protection law, or a collective agreement.

#### **5. Sharing your personal data**

Your data will not be shared outside of ABCI, except where required to do so by law, or with trusted third parties (mailing, cloud storage, printing etc.), and only once satisfied that any such use of data will accord with this policy. Explicit, informed consent will be sought from individuals whenever and wherever required in accordance with data protection legislation.

#### **6. Retention of personal data**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

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.

#### **7. Security of personal data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those who need access to it. They will only process your personal data on our instructions.

We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO/DPC where we are legally required to do so.

#### **8. Your rights and your personal data**

Under Data Protection legislation, you have the right to request access to your personal data that we hold. For further information on how your personal data is used, how we maintain the security of your personal data and your rights to access your personal data we hold, please contact us (details below).

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 Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

The Data Protection Commissioner (Ireland) on +353 (0761) 104 800; via email [info@dataprotection.ie](mailto:info@dataprotection.ie) or by writing to: The Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23

## **8. Contact Details**

If you would like to discuss anything in this Privacy Notice, please contact

*Data Protection Coordinator  
The Baptist Centre  
19 Hillsborough Road  
Moirá  
BT67 0HG  
Email - [abc@thebaptistcentre.org](mailto:abc@thebaptistcentre.org)*