

HEBA GENERAL PRIVACY NOTICE



We are the Heart of England Baptist Association a charity registered in England and Wales under charity number 1080529 and company number 00238738 and The Heart of England Baptist Association Loan Fund (linked charity number 1080529-1) (“HEBA”, “we”, “us”).

Our contact details are:

Registered Address: HEBA, BMS International Mission Centre, 24 Weoley Park Road, Selly Oak, Birmingham, West Midlands, B29 6QX

Email: mailbox@baptist-heartofengland.org

Telephone: 0121 472 4986

This privacy notice 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 Association Administrator, Karen Martindale, is the person responsible for matters relating to the protection of personal data. She can be contacted at the Registered Office or by email Karen@baptist-heartofengland.org or phone 0121 472 4986.

We are registered with the Information Commissioner’s Office ('ICO') with registration number Z5522890

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. For more details of specific categories of information we process please use the links below:

Information collected for the HEBA Directory (Paper and online forms) HEBA Directory Data Protection September 2018

[Information provided in respect of the work of the Ministries Team of the Baptist Union of Great Britain \(“BUGB”\)](#) which, where the context permits, should be read to include HEBA in the definition of “we” and “us”.

[Information processed in relation to Safeguarding Matters](#) which, where the context permits, should be read to include HEBA in the definition of “we” and “us”.

[Information collected through our website](#)

Information about you

We may collect information about you in the following ways:

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 person, in writing, by email or phone. This can include (but is not limited to) your full name, address, email address, phone number(s), details of your church connections and your bank details. If you are applying for Ministerial Accreditation/Recognition or placement/settlement in one of the churches in membership with us, we shall work with the Ministries Team at BUGB and additional information will be collected as set out in the above link.

If you apply for a job with us or work for us in a paid or voluntary role additional information will also be collected. Information in this regard will be provided to relevant individuals and may also be requested by them using the contact details above.

Information we collect about you

Normally we will only process information which you have provided to us directly; through the person who completes your church's Annual Return Form (which may include providing copies of church accounts to us); through the person at your church (or legal advisors acting for the church) in relation to church property matters where we are the property holding trustees or in relation to applications to us for grants or loans.

We may, however, obtain additional information about you from relevant third parties in connection with your application for Ministerial Accreditation/Recognition/Settlement or if you apply to or work for us in a paid or voluntary role.

When providing support to churches in membership with us we may access and process personal data in relation to individuals connected to those churches from the church's own website, Companies House Register or the Charity Commission Register. This is public information held in the EEA.

More details about what we collect can be found using the relevant links above.

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 the General Data Protection Regulation on which we rely to justify such data processing.

Purpose	Legal grounds
Enabling us to contact and work with the most appropriate people in our member churches	The information is necessary for our legitimate interest of supporting, advising and resourcing HEBA member churches
Enabling us to respond to and contact	The information is necessary for our legitimate

individuals in churches who require specialist support in relation to property trusts	interest of supporting, advising and resourcing churches where we are providing property holding services
Enabling us to facilitate loans and grant payments to our member churches	The information is necessary for our legitimate interest of supporting, advising and resourcing HEBA member churches
Enabling us to facilitate contact between our member churches and enable the public to make contact with our member churches	The information is necessary for our legitimate interest of supporting, advising and resourcing HEBA member churches and see our separate HEBA Directory privacy statement
Keeping those who have subscribed to one of our mailing lists up to date with news and events in Baptist life	We only keep you updated on the basis of your consent for us to do so
Enabling us to respond to enquiries made through our website	Please see our separate Website privacy notice
Enabling us to facilitate the Baptist Ministerial Accreditation/Recognition system and the Ministerial Settlement Process in conjunction with the Ministries Team at BUGB	Please see separate BUGB ‘Ministries’ Privacy Notice which, where the context permits, should be read to include HEBA in the definition of “we” and “us”.
Enabling us to support our churches as they deal with issues relating to the safeguarding of children and adults at risk.	This information is necessary for our legitimate interest of supporting and resourcing churches in membership with HEBA. Please also see separate BUGB ‘Safeguarding’ Privacy Notice which, where the context permits, should be read to include HEBA in the definition of “we” and “us”.
Enabling us to pay expense claims to staff, trustees and other individuals 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 candidates.	Please see our separate ‘Employment’, ‘Candidate’ and ‘Trustees and Volunteers’ Privacy Policies which are provided to relevant individuals and can be obtained by them through our address above.

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 your information with:

- Our employees, contractors and volunteers on a need-to-know basis
- Employees and volunteers working for one of our partner organisations including the Baptist Union of Great Britain (with whom we have a Data Sharing Agreement). A list of these organisations can be found below.
- Individuals who contact us asking for details of a HEBA member church will be given the name and contact details of the person we have listed as the main contact (normally the Church Secretary or Administrator) of that church;
- Our Professional Advisors, including our Auditors and Legal Advisors
- Law enforcement authorities and other organisations which we may have a legal obligation to disclose information to
- Others as listed in our 'Ministries', 'Safeguarding', 'Website', 'HEBA Directory', 'Trustees and Volunteers', 'Employees' and 'Candidates' Privacy Notices

Where we keep your personal data

All your personal information covered by this notice will be stored in the UK. We have appropriate security measures in place to reduce the risk of personal data being accidentally lost or accessed in an unauthorised way. We will not transfer your information outside the European Union 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;

The right to obtain a copy of your data in a commonly used electronic form if the data is processed by automated means and the processing is based on your consent or contractual necessity.

More details about how these rights apply can be found in our Data Protection Policy which can be accessed from <https://www.baptist-heartofengland.org/privacy-policy/>

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 Karen Martindale [by email](#) or ring 0121 472 4986.

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](#).

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 Baptist Union of Great Britain.

We may also share data with the following partner organisations either directly or through our Data Sharing Agreement with the Baptist Union of Great Britain:-

Angus Library

Baptist Pension Trust Ltd

BMS World Mission

Bristol Baptist College

Central Baptist Association

Eastern Baptist Association

East Midland Baptist Association

London Baptist Association

Northern Baptist Association

Northern Baptist College

North Western Baptist Association

Regents Park College

Retired Baptist Ministers Housing Society

South Eastern Baptist Association

South Wales Baptist Association

South Wales Baptist College

South West Baptist Association

Southern Counties Baptist Association

Spurgeon's College

West of England Baptist Association

Yorkshire Baptist Association

KAM

HEBA General Privacy Notice Final