

NWBA Privacy Statement

In NWBA, as a covenant community of churches and ministers we want to share information and contact details in a way that enriches and enables our shared life. At the same time, we have a responsibility to protect and respect each other's privacy, and to keep any personal information that we hold, secure and confidential.

Laws apply to how anyone's personal information is used, and everyone has rights and responsibilities regarding how it is handled.

This statement has been published to encourage good practice throughout our Association, but also to make clear to churches, ministers and other relevant individuals:

What information might be collected and stored by NWBA staff and office holders.

How different types of information are classified and understood

How personal information is stored and used; and

Who (if anyone) personal information would be passed onto by anyone acting as representative or agent of NWBA.

NWBA is committed to complying with the 8 principles of data protection as follows:

Personal information must be:

- (1) Processed fairly and lawfully.
- (2) Processed for clearly defined purposes which the data subject is aware of, and which are lawful.
- (3) Adequate, relevant and not excessive for the purposes.
- (4) Accurate.
- (5) Not kept longer than necessary for the purposes.
- (6) Processed in line with data subjects' rights.
- (7) Secure.
- (8) Not transferred to people or organisations outside the European Economic Area, and particularly to countries which lack adequate protection for personal information.

Understanding the collection and storage of personal information

For ease of understanding, NWBA has classified data into four basic categories:

Public Data – Information we will collect and freely use in the public domain

Shared Data – Information that will be collected and freely shared with NWBA churches and partner organisations.

Organisational Data – Information that will only be used by NWBA and its partners for the purposes of operating the recognised procedures of the Association, or for the purposes of publicity and engaging churches in relevant activities.

Private Data - Information that is stored and used solely for use by NWBA staff and office holders and its relevant partners.

Personal Information that may be collected and stored

When anyone contacts the NWBA office, or a designated agent of NWBA (e.g. the administrator of the Ministerial Recognition Committee), which may be for a variety of reasons, name and contact details may be collected for further use by the association or its recognised partners. Other information that may be collected will depend upon the reason for the contact. Unless otherwise stated, or specifically referenced below, this information will be considered to be **Organisational Data**.

Classification of Data

In accordance with the summary above, data collected from churches will be treated as follows:

Public Data

This is information that will be freely shared and accessible to anyone. This will largely be through that information being available via the NWBA website. This is likely to include

Main church contact details as provided by the secretary. (This may be the secretary's own details, address of the church office etc. or some other designated contact). It is the responsibility of the local church officers to gain any necessary consent before providing public contact details for the church.

Location and times of main worship services

Home Mission and church news stories

Events, activities and contact information that the church notifies to the Association or itself places in the public domain.

Photographs of church events and participants at Association events. In the case of the former, this will be when they have been sent by the church for this purpose.

Any event organised by the Association, and those who participate in them are likely to be photographed. By attending an Association event, participants should assume to have given their consent to be photographed unless they indicate otherwise. Photographs of children and young people will not be used without appropriate written consent.

Shared Data

This is information that will not be completely open access, but will be freely shared with NWBA member churches and partners (Including electronic and electronic access form) and made publically available in hardcopy form. This will include all of the information in the "Public data" category in addition to :

Contact details for Church Secretary, Treasurer and Minister

Contact details for any additional BUGB accredited or Locally Recognised Minister including Ministers in Training.

Contact details for additional ministers or paid staff, as notified to the NWBA office by the church for this purpose.

Organisational Data

This is information that will only be stored, shared and used by NWBA and its partners for the purposes of publicity and engagement in recognised activities etc. This would include all of the above and in addition.

Contact details for Youth, children's, Home Mission and BMS reps

Contact details of appointed representatives to NWBA forum

Certain additional contact information (e.g. mobile phone numbers where given)

Additional information about ministers and other relevant office holders (e.g. date of settlement etc.)

This information will only be made available to partners at the discretion of the Data manager where there is clear purpose in doing so.

Private Data

This is information that is stored and used solely for the purposes of NWBA staff and office holders. This would include MR applications etc. Minimal information would only be shared with third parties in very specific and recognised circumstances (e.g. recommendation for benevolent funds, address details for MR applicants seeking references, personal details of ministers, records of conversations and letters).

This would include a record and details of any enquiry or contact made to the NWBA office.

Ways in which information is collected and stored

Annual Return Form

- The names and contact details of relevant people in a church as supplied by the person who completes the form. This information is for use across our respective organisations and by our Partners. By completing any BUGB return form, a church gives consent for this information to be shared and used by the Association in line with the categories above.

For accreditation, employment or pension purposes:

- Detailed personal information such as full name including any former names, age, gender, date of birth, ethnicity, nationality, particular needs or preferences so that we can understand your relevant circumstances

- Additional personal information including marital status, previous marital status, dependants under 18, educational history and attainments, full employment history, Christian journey, church experience, interests and financial position
- Information gained from others while processing any application, such as references, medical, criminal records information from UK and overseas, life insurance details where relevant
- We may obtain information (including fact and opinion) from members of any Baptist Union, Association or denomination in the UK or overseas who are members of the Baptist World Alliance (BWA), World Council of Churches (WCC), or other churches educational establishments, denomination or partner organisations if appropriate
- Where required we will collect your bank details to enable your salary, pension, expenses or funding grants to be paid

Settlement

The NWBA representative to National Settlement Team will collect and distribute relevant details appertaining to any minister's participation in the BUGB settlement process. This will include:

The nomination profile prepared by the minister including their key contact and family details.

The nomination form as agreed between the NST representative and the participating minister. This would include any agreed confidential information.

Details of CRB disclosures. overseas declaration and other relevant information.

Any other information that the National Settlement system may require.

By providing this information, a minister consents to it being shared and discussed amongst the members of the National Settlement Team, and being provided to any relevant vacant churches at the discretion of NST and/or the NST representative with oversight responsibility for the recipient church.

Training and Participation in Association events

We will keep a record of anyone who attends an NWBA training course or event. This will be used to confirm that they have completed the relevant training module, and may be used to publicise further relevant training and events.

We keep a record of the names and churches of those who attend business meetings of the Association.

We keep contact details of anyone who registers for an association event, for the purposes of sending out confirmations, further details etc. This may from time to time be obtained through online booking. We may use these details to send out further relevant event details.

Residential and Young people's activities

We will collect information including medical details and parental consent and contact details for participants in any residential event involving young people. The collection of this information is part of our duty of care to those young people and would only be made known in the case of a relevant emergency. (eg we would share medical information with a recognised medical professional or first aider in the case of a young person requiring treatment)

To provide pastoral or other support for ministers and church members

- We may take a written note of any conversation you have with us and the information you share as part of that conversation
- We may keep copies of communications you send to us
- We may obtain information (including fact and opinion) from others, for example from a mentor, supervisor, colleague or other person
- We may obtain information (including fact and opinion) from any person for investigating or dealing with issues raised or complaints concerning ministers
- We may exchange information with the Baptist Union of Great Britain, your past Regional Associations or charity trustees

For raising the profile of our organisations and their work

- With your consent, we may use photo or video footage of you, or your story, for use in our various publications and on our website.

For managing or reviewing our work as organisations

- Any information about complaints about our service or other individuals

If appropriate, we may get the information, or related information, from

- you, your family, other church members, friends, colleagues or former colleagues, educational establishments you have attended;
- each other or our partner organisations; or
- public information sources including the Disclosure and Barring Service or similar organisations in other countries.

If we already have contact with you we have most likely already collected some/all of this information.

BUGB Accredited Ministers residing in the area

We will keep contact details of any BUGB Accredited minister resident in the Association area, including those who have retired. These will largely be for the purposes of providing pastoral care and support. They may be passed to local churches where this is deemed appropriate, and to this end, such details should be considered as **shared data**.

Where we store your personal information

The NWBA admin team is committed to holding your personal information securely. This means only those of our staff (and staff of our Partners) that need to see it have access. (except where it is indicated as **shared** or **public** above)

We may store your information on computers, in paper form, or both.

Our computer system is at our offices. All computers including laptops are password protected. Laptop computers and similar devices which contain confidential information are also encrypted. Sometimes we also use remote access to our IT system where this is secure and under our control.

Our paper files which hold personal information (other than names and contact details) are kept in securely locked cupboards.

We will hold and use your personal information until it is no longer required for our purposes.

What we use your personal information for

- To enter into our database, which holds
 - Names and contact details of key people in our churches and partner organisations. This information is accessible by all staff. Our Partners do not have access to our database.
 - Career history details for ministry department and pension office purposes. This information is accessible as needed by the ministry department or pensions office
- To produce our Annual Directory in accordance with these guidelines
- To process any application from you, for accreditation, pensions or grant funding
- To enable us to be more effective in providing help and support for ministers, charity trustees and other church contacts
- To provide the Baptist Ministers Fellowship and members of the Baptist Union Council with appropriate administrative details relating to changes to the Registers of Nationally Accredited Ministers and Church Workers.
- Maintaining contact with you, inviting you to events, and offering and booking appointments with you
- Meeting our legal obligations and exercising any legal rights
- Other purposes for which we may anonymise your information so that it cannot be linked to you. In that case we may use the data for any purpose including for example statistical analysis

We use your information in line with our Data Protection Policy and the policies and procedures that apply to our use of your information. All staff are required to sign this statement to confirm their awareness and personal acceptance of the policy.

Who else we may pass on your information to

Normally, only we will be able to access your personal information. However there may be times when we disclose your details to others, as follows.

Those organisations and people who enable us to provide our services to you, or who provide services on our behalf

- Payroll (for staff) and pensions
- Mailing out our leaflets/ newsletters

- Consultants, professional advisors and occasional volunteers (on a need to know basis)

Our closely allied Partners whose purposes dovetail with ours.

In relation to matters of accreditation - members of any Baptist Union or denomination in the UK or overseas who are members of the Baptist World Alliance (BWA), World Council of Churches (WCC), or other churches educational establishments, denomination or partner organisations if appropriate. Such information will not be sent outside the European Economic Area without your specific consent.

The Psalms and Hymns Trust to enable them to provide appropriate pastoral support for the surviving spouses of deceased accredited ministers.

Others who may request information from us for their own purposes

- For crime prevention or detection, risk assessment, resolution of complaints or other issues
- Local authorities, Safeguarding Boards, regulators, Government departments and other public authorities
- The Police, fire service, health authorities or medical practitioners

We may sometimes be obliged or permitted to disclose your personal data by law such as by a regulator with appropriate legal authority, court order or for other legitimate purposes.

In response to specific requests from church members and others, we will pass on contact details of ministers and church officers which are published in our Annual Directory.

We do not give anyone else access to your information for their marketing or commercial purposes.

We will not share your personal information with anyone who claims to represent you unless we are satisfied that you have appointed them or they act in some recognised official capacity. There may be a delay to us dealing with requests whilst we confirm the caller's identity, or check that we have your approval to deal with them.

Confidential information

Where you have given us information expressly in confidence we will keep this information confidential. This means we will store it securely and not share it with other parties unless you have given us explicit permission to do so or there is a statutory duty or court order to disclose. Where we cannot provide our services or support for you unless we can share this information with others, we will require that any information we do share is in turn kept confidential by those other persons.

Others may supply information to us which is confidential, particularly for accreditation purposes or our pastoral support for ministers. Where information is confidential we may not be able to share the information or the source with you.

Your rights

You have the right to ask us not to process your personal information. However you will need to understand that we may be unable to provide our services to you if we are unable to record and process certain details. You can ask us to amend or correct your personal data.

Changes to our Privacy Statement: This Statement may change. We will display the current Statement on our website, and in our respective offices.

PARTNER ORGANISATIONS

Baptist Union of Great Britain
Central Baptist Association
East Midland Baptist Association
Eastern Baptist Association
Heart of England Baptist Association
London Baptist Association
Northern Baptist Association
South Eastern Baptist Association
South Wales Baptist Association
South West Baptist Association
Southern Counties Baptist Association
West of England Baptist Association
Yorkshire Baptist Association

BMS World Mission
Baptist Union of Scotland
Baptist Union of Wales

Bristol Baptist College
North Wales Baptist College
Northern Baptist College
Regent's Park College
South Wales Baptist College
Scottish Baptist College
Spurgeon's College

Urban Saints
Youth For Christ
Scripture Union
Denominational Youth Officers

Churches Together in Cheshire
Greater Manchester Churches Together
Churches Together in the Merseyside Region
Liverpool Free Church Council
Churches Together in Cumbria
Churches Together in Lancashire