

Street Baptist Church – Data Protection Policy

Registration with ICO

Street Baptist Church is registered with the Information Commissioner's Office (ICO) for data protection purposes.

- Registration Reference: ZA366620
- Registered Address: Glaston Road, Street, BA16 0AN
- Registration valid until: 14 May 2026

1. Purpose of this Policy

We are committed to protecting the personal information of our members, staff, volunteers, and anyone connected with our church. This policy explains how we handle personal data in line with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. What Information We Collect

We may collect and store:

- Contact details (name, address, phone, email).
- Records of church membership, attendance, volunteering, or safeguarding checks.
- Financial information (e.g. giving, expenses).
- Pastoral or support needs (shared with consent).

3. How We Use Personal Information

We use personal information to:

- Keep in touch with members and volunteers.
- Organise church activities, rotas, and events.
- Support pastoral care and prayer requests.
- Meet legal, safeguarding, and financial responsibilities.

We do not share your data with third parties for marketing purposes.

4. Lawful Basis

We process data under one or more lawful bases:

- Consent (e.g. mailing lists, photographs).
- Legitimate interests (e.g. managing rotas, communicating church activities).
- Legal obligation (e.g. safeguarding, charity law, employment law).

5. Sharing Data

We only share personal data when:

- Required by law (e.g. safeguarding authorities, HMRC).
- With trusted service providers (e.g. email or database systems), under strict confidentiality.

6. Data Storage and Security

- Personal data is kept securely (password-protected systems, locked filing).
- Data is only kept as long as needed for church purposes or required by law.
- Access is restricted to those who need it (e.g. Pastor, Youth Worker, Children's Worker, Treasurer).

7. Your Rights

You have the right to:

- Access the information we hold about you.
- Request correction or deletion of your data.
- Withdraw consent where processing is based on consent.
- Complain to the ICO if you are unhappy with how your data is handled (www.ico.org.uk).

8. Contact

For any questions about this policy or to make a data request, please contact:

Data Protection Contact: Church Administrator

Email: sbcaadmin@streetbaptist.net

Approved by: Street Baptist Church Leadership
Date: September 2025