



## Bethel Church Data Protection Policy

### 1. Introduction

Bethel Church ("the Church") is committed to ensuring the privacy and protection of the personal data it processes. This policy outlines how we collect, use, store, and safeguard personal data in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).

The Church is a registered charity based in the UK and processes personal data related to its members, donors, volunteers, employees, and other stakeholders for the purpose of carrying out its charitable activities.

### 2. Purpose of Data Processing

The Church processes personal data for the following purposes:

- To manage and support members, volunteers, and staff
- To communicate with congregants, donors, supporters, and other stakeholders
- To keep records for safeguarding, health, and safety, and other legal requirements
- To promote the Charity's activities and events
- To comply with legal and regulatory obligations

### 3. Types of Personal Data Collected

The Church collects the following types of personal data:

- **Contact details:** name, address, telephone number, email address
- **Personal identifiers:** date of birth, gender
- **Donation records:** information related to donations, including amounts and payment details (where applicable)
- **Volunteering information:** roles, availability, and preferences

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*Pastor:* Joshua Kindness

*Elders:* Ian Grindell, Chris Page, Gordon Sprouse

*Core Leaders:* Liz Gray, Jane Rubacki, Derek Seedhouse, Karen Sprouse

*Trustees:* Ian Grindell, Chris Page, Joshua Kindness, Liz Gray, Jane Rubacki, Derek Seedhouse, Gordon Sprouse, Karen Sprouse

- **Health and safety information:** emergency contact details and any health or medical conditions necessary for safeguarding purposes
- **Employment details:** for employees, job titles, payroll details, tax information

#### 4. Legal Basis for Processing

The Church will process personal data on the following legal bases:

- **Consent:** Where consent is given for specific purposes, such as marketing or communications.
- **Contractual necessity:** For the performance of contracts with members, employees, and volunteers.
- **Legal obligation:** To comply with legal and regulatory requirements.
- **Legitimate interests:** To pursue the Church's legitimate interests, such as ensuring the proper administration of the Charity, subject to balancing this with individuals' rights and freedoms.

#### 5. Data Security

The Church takes the security of personal data seriously and will implement appropriate technical and organisational measures to protect personal data from unauthorised access, disclosure, alteration, and destruction. These measures include:

- Use of secure passwords and encryption methods for digital data storage.
- Restricting access to personal data to those who need it to perform their duties.
- Regular training for staff and volunteers on data protection principles and security practices.
- Conducting risk assessments and reviewing security protocols regularly.

#### 6. Data Retention

The Church will retain personal data only for as long as necessary to fulfil the purposes outlined in this policy or as required by law. Once personal data is no longer needed, it will be securely deleted or anonymised.

#### 7. Data Sharing

The Church may share personal data with third parties in the following circumstances:

- **Service providers:** such as IT providers, payroll companies, and donation platforms, for the purposes of supporting the Charity's activities. These third parties will be required to comply with data protection laws and keep the data secure.
- **Regulatory authorities:** where required by law, such as with HMRC or the Charity Commission.
- **Emergency situations:** where sharing data is necessary to protect the vital interests of an individual.

The Church will not sell, rent, or lease personal data to third parties.

## 8. Rights of Individuals

Individuals have the following rights regarding their personal data:

- **Right to access:** The right to request a copy of the personal data held by the Charity.
- **Right to rectification:** The right to request corrections to inaccurate or incomplete data.
- **Right to erasure:** The right to request the deletion of personal data, subject to certain exceptions.
- **Right to restrict processing:** The right to request a restriction on the processing of personal data in certain circumstances.
- **Right to object:** The right to object to the processing of personal data in certain circumstances.
- **Right to data portability:** The right to request the transfer of personal data to another organisation in a structured, commonly used, and machine-readable format.

Requests should be made by email to [info@bethelcoventry.org.uk](mailto:info@bethelcoventry.org.uk) and the Church will respond within the required timeframes as stipulated by data protection law.

## 9. Staff and Volunteer Training

All staff and volunteers who handle personal data will receive appropriate training on data protection principles, including how to manage and process personal data in accordance with this policy. Training will be refreshed regularly to ensure compliance with legal obligations.

## 10. Data Protection Officer (DPO)

The Charity does not have a designated Data Protection Officer (DPO) but has agreed that this is a collective function of the Trustee Board. For all data protection related enquiries please email [info@bethelcoventry.org.uk](mailto:info@bethelcoventry.org.uk).

## 11. Monitoring and Review

This policy will be reviewed regularly to ensure that it remains compliant with data protection legislation and aligned with best practices. Any changes to this policy will be communicated to relevant individuals and updated as necessary.

## 12. Contact Details

If you have any questions or concerns about how your personal data is processed or wish to exercise your data protection rights, please contact the Church via email at [info@bethelcoventry.org.uk](mailto:info@bethelcoventry.org.uk).

This policy was agreed by the Trustees on 13.1.25 and will be reviewed regularly.