

## Northern Baptist Association Privacy Statement

We are The Northern Baptist Association ('NBA', 'we', 'us'), a charity registered in England and Wales under charity number 1125912. Our contact details are:

Address: NBA Registered Office: 1st Floor Block C, The Wharf, Manchester Road, Burnley, Lancs, BB11 1JG

Email: [hayley@thenba.org.uk](mailto:hayley@thenba.org.uk)

Telephone: 07738 203689

This privacy policy 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 Data Protection Officer is Rev Hayley Young and she is the person responsible for matters relating to the protection of personal data. She can be contacted using the above contact details.

We are registered with the Information Commissioner's Office ("ICO") with registration number ZA216023

### **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.

### **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 writing, by email, phone or text. This can include (but is not limited to) your name, address, email address, phone number(s), the roles you hold within your church and your bank details

#### **Information we collect about you**

Normally we will only process the information which you have provided us directly. We may, however, obtain additional information about you from relevant third parties. This may include information in connection with your application for Ministerial Accreditation/Recognition and/or your ongoing Accreditation/Recognition status. This will include reports from your referees, Association and/or College. In addition, we may collect information as needed for pastoral support or disciplinary processes.

#### **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 May 2018 (DPA) the General Data Protection Regulation on which we rely to justify such data processing.

Purpose	Legal grounds
Effective working of the NBA as a charitable organisation	Legitimate Interest
Liaison and engagement with churches which are in membership of the Northern Baptist Association and/or the Baptist Union of Great Britain	Legitimate Interest
Support of ministers and other church officers and appointees	Legitimate Interest
Engagement with ecumenical partners and para church organisations	Legitimate Interest
Broad promotion of NBA events and activities, etc.	Consent, legitimate Interest

### 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 our information with:

- Our employees, contractors and volunteers on a need-to-know basis;
- Employees and volunteers working for one of our partner organisations with whom we have a Data-Sharing Agreement. A list of these organisations can be found at the end of this document.
- Counsellors, professional supervisors and risk assessment consultants
- The Police and Social Services and other statutory agencies
- The Disclosure and Barring Service and our DBS Checking Company
- Other denominations

### Where we keep your personal data

All your personal information covered by this policy will be stored [in the UK]. We will not transfer your information outside the European Economic Area 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;

More details about how these rights apply can be found in our Data Protection Policy which can be accessed from <http://www.thenba.org.uk/about-us/resources> You can exercise your rights or obtain more information about them by contacting our Data Protection Officer [Email: [hayley@thenba.org.uk](mailto:hayley@thenba.org.uk) or ring 07738 203689]

### **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 <https://ico.org.uk/>.

#### **MAIN PARTNER ORGANISATIONS**

Baptist Union of Great Britain

Bristol Baptist College

Central Baptist Association

East Midland Baptist Association

Eastern Baptist Association

Heart of England Baptist Association

London Baptist Association

North Western Baptist Association

Northern Baptist Association

Northern Baptist College

Regent's Park College

South Eastern Baptist Association

South Wales Baptist College

South Wales Baptist Association

South West Baptist Association

Southern Counties Baptist Association

Spurgeon's College

West of England Baptist Association

Yorkshire Baptist Association

ASSOCIATE PARTNER ORGANISATIONS

BMS World Mission

Baptist Union of Scotland

Baptist Union of Wales

North Wales Baptist College

Retired Baptist Ministers Housing Society

Scottish Baptist College