

## **BUNYAN MEETING, BEDFORD DATA PRIVACY NOTICE**

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

Bunyan Meeting is an Independent Church (Baptist/Congregational), encompassing three spheres of activity:

- Church activities and events, including services of worship, pastoral care, mission and regular church events;
- The John Bunyan Museum and Library an Accredited Museum, at the heart of Bedford's Cultural Quarter, which runs holiday activities and workshops, welcomes visitors from around the world, including schools and group bookings, and has an active 'Friends of the museum' group; the Library is open by appointment to academics and researchers;
- Basement@Bunyan, a flexible and community-orientated arts centre, offering spirituality, heritage and creativity to the community, with space for exhibitions, meetings, gatherings and workshops.

These are organised by committees, staff and volunteers under the Charity no. 248195, accountable to the Church Members and Trustees.

### **3. How do we process your personal data?**

Bunyan Meeting complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To arrange and run meetings, events, activities and services in relation to Bunyan Meeting;
- To inform you of news, events, activities and services organised by or at Bunyan Meeting
- To include your contact details in any directory which is circulated within Bunyan Meeting
- To keep records of regular and one-off subscriptions or donations for accounting purposes and recovery of applicable gift aid, if any;
- For payment of expenses incurred by you on relevant business;
- To administer membership records in relation to Bunyan Meeting and its associated activities;
- To fundraise and promote the interests of Bunyan Meeting and its associated activities;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications).

### **4. What is the legal basis for processing your personal data?**

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided that:-
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent;
- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about events;

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other people within Bunyan Meeting in order to carry out a service to them or for purposes connected with the organisation. We will only share your data with third parties outside of the charity with your consent.

### **6. How long do we keep your personal data?**

Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose. In practice we:

- Annually review the length of time we keep your personal data;
- Consider the purpose or purposes for which we hold the data in deciding whether and for how long we retain it;
- Securely delete or archive any information that is no longer needed for this purpose or these purposes; and update, archive or securely delete information if it is out of date.

### **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Bunyan Meeting holds about you;
- The right to request that Bunyan Meeting corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Bunyan Meeting to retain such data;
- The right to withdraw your consent to the processing of your data at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Bunyan Meeting Church Office: Mill Street, Bedford, MK40 3EU. Tel: 01234 213722; email: [bunyanmeeting@googlemail.com](mailto:bunyanmeeting@googlemail.com)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.