




*Jersey Baptist*

CHURCH

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HOW JERSEY BAPTIST CHURCH  
USES YOUR INFORMATION

**PRIVACY POLICY**



Your privacy is important to us. Therefore, we are committed to safeguarding your information.

Personal information gathered by Jersey Baptist Church will not be processed to a greater degree than the original purpose for which it was taken; to do so would require further consent.

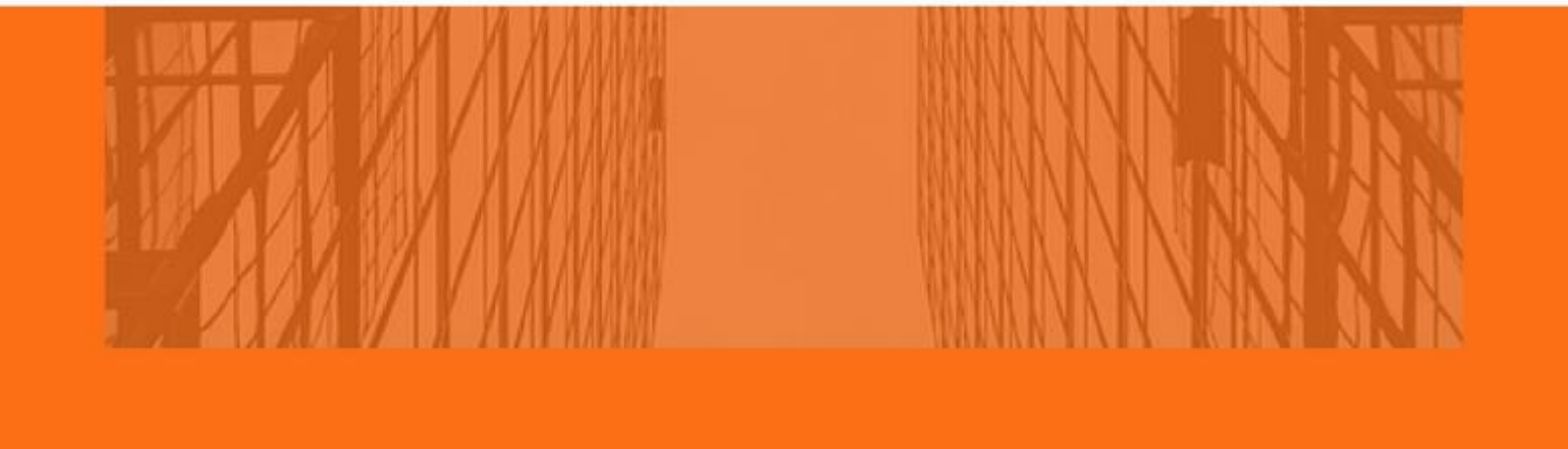
This privacy notice aims to explain to you what to expect when we collect personal information.

### **Who do we collect information from?**

People who:

- Visit our ChurchSuite website 'MyChurchSuite'
- Email us
- Sign up for events run by Jersey Baptist Church
- Fill in a Connect Card on a Sunday
- Register their children for Jersey Baptist Children's work
- Give financially to Jersey Baptist Church
- Volunteer in Jersey Baptist Church Children's Work
- Become a member of Jersey Baptist Church
- Join one of our community 'Home' groups

### **How do we use this information?**

- To contact you about relevant Jersey Baptist Church news, activities or events
  - To keep members and regular attendees updated on matters pertaining to the life of the church
  - To enable us to maintain appropriate safeguarding arrangements on our young people and vulnerable adults
  - To help you identify where you could serve in the life of the church
  - To help us organise rotas, home groups and communicate with you
  - To administer donations and, where mandated, to reclaim tax against charitable donations
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### What are the categories of information that we may collect, hold and share?

- Personal information (such as name, telephone number, address, email address, job)
- Characteristics (such as gender, date of birth and/or age, food allergies)
- Your participation in rotas for service in the church
- Your participation in community 'Home' groups or other ministries
- Your attendance at Church – services, groups and events
- Your instructions regarding donations to the church

### What information do we collect?

#### Visitors to our ChurchSuite website 'MyChurchSuite':

We use a third party service, ChurchSuite.com to facilitate much of our church management. We use ChurchSuite as our main contact database for people who are connected with us. Members and regular attendees will also receive a login to 'MyChurchSuite' where they can view and update their own individual personal information we hold about them. ChurchSuite uses various cookies, their privacy policy can be [viewed here](#). Full administrative rights and access to ChurchSuite is limited to a core team at Jersey Baptist Church. Children's data is only visible to this team and the Child's parents. Other users of 'MyChurchSuite' are unable to view Children's data.

#### People who email us:

We use Microsoft Office 365 (their privacy policy can be [viewed here](#)) to manage our emails which has Transport Layer Security (TLS) to encrypt and protect email traffic. If your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.

We also monitor any emails sent to us, including file attachments, for viruses or malicious software.

NB Our e-News Sheet can be unsubscribed from at any time – just look for the link at the bottom of the email



People who sign up for events run by Jersey Baptist Church:

For events we run which require guests to sign up/ purchase tickets, this will usually be done using ChurchSuite. If you are already a supporter of Jersey Baptist Church then this event sign up will be logged against your profile in ChurchSuite (their privacy policy can be [viewed here](#)). New contacts will be saved in ChurchSuite but kept separate from our general contact book.

People who fill in a Connect card on a Sunday:


The paper card is held securely until it can be transferred to our digital system ChurchSuite (their privacy policy can be [viewed here](#)), the paper copy is then shredded. We will use the information you have provided to contact you and connect you in with relevant/appropriate activities run by Jersey Baptist Church).

People who register their children for Jersey Baptist Children's work:  
(such as Sunday Children's Church, Sunbeams Toddler Group, Dangerous Club, Young Life Youth Course and other occasional youth activities)

The data is stored securely by ChurchSuite and only accessed by staff and approved volunteers.

Visitors:

As a visitor, your data is kept separate from our address book and will be used only for the purposes of the child check in system (this may include follow up contact). We ask for date of birth so children can be placed in the correct group, mobile number so that, if needed, we contact you ASAP during the meeting; medical information so that snacks, drinks etc. are appropriate; and any additional needs to help us better look after your child.





#### Members and regular attendees:

For members and regular attendees of Jersey Baptist Church there is the option to add your children's details into our Children's address book in ChurchSuite. This gives you more control over your children's data (including the ability to edit it) and allows us to more easily contact you in relation to children's work activities. This data is only visible to a core team with administrative rights and access to ChurchSuite.

#### For more information about:

The Child Check-in system: <https://churchsuite.com/tour/children/church-child-check-in-system>

ChurchSuite Security: <https://churchsuite.com/tour/gdpr/security>

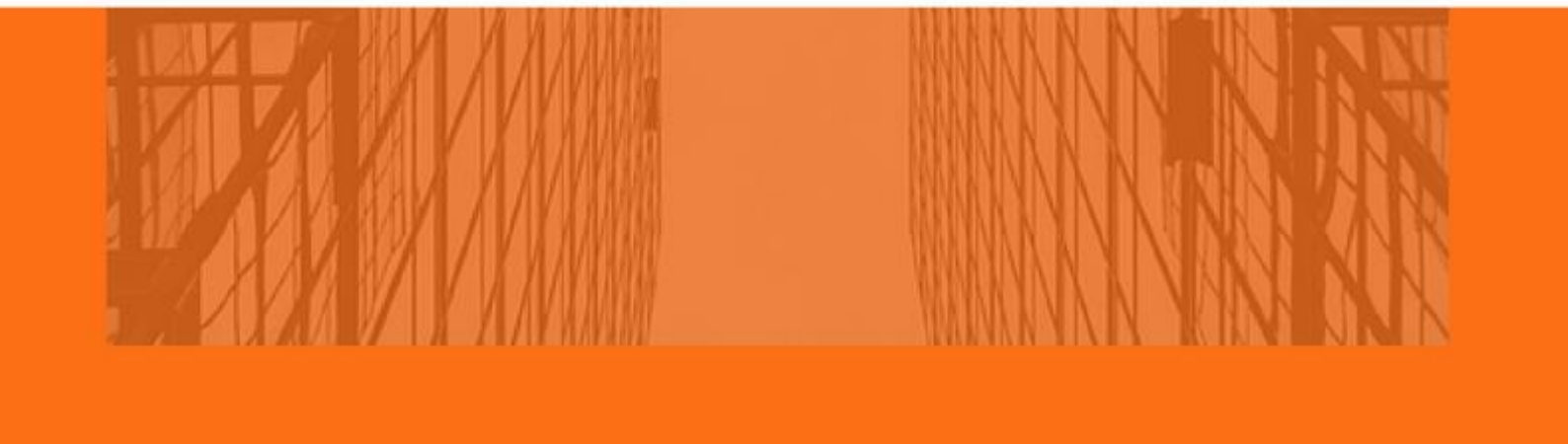
#### People who give financially to Jersey Baptist Church:

Unless you give cash (and don't fill in a tax reclaim form), we will store records of your transaction in order to comply with financial regulations. Your information will be processed by Barclays PLC (our bank, their [privacy notice](#)) and QuickBooks, our financial management software which is password protected and encrypted.

Additionally, if you give by direct debit via our Connect Form your details will be processed by 'GoCardless', their privacy notice [here](#).

#### People who volunteer in Jersey Baptist Church Children's Work:

To be added to the team to volunteer in Jersey Baptist Church Children's work individuals need to undertake a DBS check. We use a third party service called the Church Child Protection Advisory Service (CCPAS) to complete these checks, their privacy policy is [available here](#). Your application will then be stored securely for 6 months before being destroyed.



### How do we store your data?

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. We will contact you regularly to check that the information we are holding is accurate and that you agree to us holding it.

### Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so. Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church.


### Do you have access to your personal data?

Users of 'MyChurchSuite' are able to view and update their personal details and those of their children via their individual accounts.

Under Data Protection Legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact the church office ([info@jerseybaptistchurch.org](mailto:info@jerseybaptistchurch.org)).

You also have the right to:

- Ask us not to process your personal data for the purpose of informing you of events and other opportunities
- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed



We keep our privacy policy under regular review and will place any updates on our webpage.

This privacy policy was updated in May 2018.

Please contact us using the below details if you have any questions about our privacy policy or information we hold about you.

Email: [info@jerseybaptistchurch.org](mailto:info@jerseybaptistchurch.org)

Telephone: 01534 879611

Address: Jersey Baptist Church, Vauxhall Street, St Helier, JE2 4TJ

