

Bury Town Pastors – Privacy Information Notice

This Privacy Information Notice covers the way in which we (Bury Town Pastors, Registered Charity Number 1157108) collect, use and disclose personal information that trustees, employees, volunteers, donors and others may provide us with.

We recognise that your privacy is very important and so we want you to be confident with the way we handle your personal information. Personal information includes any information that identifies you personally, such as your name, address, email address or telephone number.

What personal information do we collect?

If you are a trustee or treasurer, you will be asked to supply any information that is legally required in order for you to perform that role.

If you are an employee, as well as normal contact details, you will be asked to supply information such as national insurance number and bank account details that are necessary in order to be able set up a contract of employment and to pay you. We may hold recruitment information (including references and other information related to the application and recruitment process). We may hold grievance and disciplinary information. We may collect additional personal information in the course of job-related activities while you are employed by us.

If you volunteer with Bury Town Pastors, you will be asked to provide contact information such as email and home address and contact phone numbers. As part of the application process you will be asked to provide additional information such as date of birth, the church that you belong to, emergency contact details and any relevant health issues. We may hold references and other information related to the application and recruitment process. We may hold grievance and disciplinary information. We may collect additional personal information in the course of volunteer-related activities while you volunteer with us.

We may receive information about you from third parties, for example as a result of confirming the status of a DBS check. We also maintain information such as training attendance records in order to ensure that necessary training is up to date, and personnel records for employees.

If you are a donor, we will ask you for whatever information (if any) is necessary in order to process your donation.

We may hold some very basic contact details about you (such as name and email address) if you've expressed an interest in Town Pastors or we've contacted you as a local organisational representative.

Please note that we do not, in general, record personal information about people that we encounter during Town Pastor patrols. Personal information may be recorded in situations where this information may be required for follow-up actions, such as in the cases of receiving a disclosure of abuse or when a crime has been reported or witnessed.

How do we use your information?

We only use your information in the legitimate interests of running the work of Bury Town Pastors.

If you are a volunteer, we use your contact information: to ask for your availability, to send you the latest rota, to keep you updated about shifts, to keep you informed about the work of Town Pastors and to keep you informed about items related to Town Pastors. We may also use your information to maintain up-to-date training and DBS records.

If you are an employee we use your information to fulfil your contract of employment.

If you are a trustee or treasurer we use your information to fulfil the legal obligations required, and to keep you informed of developments.

If you are a donor we use your information in order to process your donation.

If you have expressed an interest in our work, or you are an organisational representative we use your information to contact you as and when appropriate.

If we have recorded your personal information in order to pursue a follow-up as a result of an encounter or incident during a patrol, we will only use it for that purpose.

Who has access to your information?

For trustees or treasurer, your personal information may be accessed by the other trustees, the co-ordinator or the treasurer.

For employees, your personal information may be shared with the trustees and treasurer. It may also be supplied to any company handling payroll management on behalf of Bury Town Pastors.

For volunteers, your phone and email contact information will be used and shared on a weekly basis by the co-ordinator. Weekly rota sheets may also show the church you attend. Volunteers will, as a consequence, see the contact details of other volunteers on the same shift. The monthly rota, which contains only names, without contact details, may be shared more widely, for example with prayer partners.

For Town Pastors, your passport-style photograph will be shared with Suffolk Constabulary for the purposes of producing your Town Pastor ID Card. Your photograph may be shared with other volunteers for the benefit of team prayer support.

For Town Pastors, your phone and email contact information may be shared with law enforcement or other legally entitled agencies, if they need to contact you as part of an investigation.

The co-ordinator will have access to the full contact information of all volunteers.

For donors, your personal information may be accessed by the trustees, co-ordinator or treasurer.

For other contacts your information may be accessed by the co-ordinator.

Information obtained for follow-up after encounters or incidents on the streets may be shared with law enforcement or other legally entitled agencies.

The UK General Data Protection Regulation (UK GDPR) recognises certain categories of personal information as sensitive and therefore requiring more protection, for example information about your health, ethnicity and religious beliefs.

In certain situations, Bury Town Pastors may collect and use these special categories of personal information, for example information about your religious beliefs and your health which you communicate to us when applying as a volunteer. We will only collect and use these special categories of personal information if there is a valid reason for doing so and the UK GDPR allows us to do so.

In all cases we will never transfer your personal information outside the UK.

How do we protect your information?

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect.

How long do we hold your information?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

If you become involved in any legal action as a result of your work with us, your information may be retained indefinitely.

How can we control your personal information?

It is important that the personal information we hold about you is accurate and current.

Please keep us informed if your personal information changes during your working relationship with us.

If you believe that any information we are holding about you is incorrect or incomplete, please inform us as soon as possible.

Your rights in connection with personal information

Where we rely on your consent to use your personal information, you have the right to withdraw that consent at any time.

You also have the right to request details of any personal information that we hold about you, request correction of the personal information we hold about you, request erasure or your personal information, object to the way we are processing your personal information, request the restriction of processing of your personal information or request the transfer of your personal information to another party.

Please note that some of these rights only apply in certain circumstances.

How can you contact Bury Town Pastors?

If you have questions about this privacy notice or have a concern or complaint about our handling of personal data, please contact us.

By post: Bury Town Pastors, Sundial House, Bargate Lane, West Row, Bury St Edmunds, IP28 8PS

or by email: info@burytownpastors.org.uk

At all times, you have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.