

Gospel Standard Bethesda Fund

Registered Charity 209376

Privacy Notice Applicants

The purpose of this privacy notice

We are sending you this privacy notice to comply with the requirements of the new General Data Protection Regulations which come into force on 25 May 2018 which covers the processing of your personal information (also known as data).

Your personal information includes all the information we hold that identifies you or is about you, for example, your name, previous postal address, date of birth, location and any care and support information that we document about you in your care plan, as well as special categories of data such as medical information and the fact that you are a member of, or a regular attender at a Gospel Standard Strict Baptist chapel.

Everything we do with your personal information counts as processing it, including collecting, storing, amending, transferring and deleting it. We are therefore required to comply with the General Data Protection Regulations to make sure that your information is properly protected and used appropriately.

This privacy notice provides information about the personal information we process, why we process it and how we process it.

Who is the data controller?

The data controller for the purposes of the General Data Protection Regulations is the Gospel Standard Bethesda Fund.

Why do we process your personal information?

We process your personal information in order to assess your eligibility to receive a service from the Gospel Standard Bethesda Fund. If we did not receive and use that personal information from you, we are unable to offer you a service in Bethesda.

What information do we hold about you?

We hold the following information about you;

- A record of key personal information, which includes; name, address, financial circumstances, general health, details of Chapel attended and pastor or deacon,
- Your religion, which is to say, a Strict Baptist adhering to the Gospel Standard Articles of Faith, along with the account of the Lord's work in your heart where provided with the Bethesda application form.

Who will receive your personal data?

During the application process your information is seen only by the Bethesda Trustees and General Manager. Should your application be successful, and admission is requested to a home your application form will be shared with the relevant Home Manager to form part of your care plan.

We do not pass your information to any external third parties under any circumstances, unless specifically requested to do so by you.

Electronic files are securely stored, shared and backed up in Microsoft SharePoint whose servers are located in the UK. A hardcopy of your details are held in a locked cabinet in the Bethesda General Office.

How long will we keep your personal information?

If approved we will retain your application information in the General Office until you move into a Bethesda Home. At that point the information will be transferred to the relevant Home Manager to form part of your care plan. If your application is declined we will retain your information for three years in order to assist us with any further enquires in the future, unless you ask us to destroy it.

Your information will be kept securely at all times. At the end of the three-year period your files and personal information will be permanently deleted or destroyed.

What are your rights?

You benefit from a number of rights in respect of the personal information we hold about you. We have summarised the rights which may be available to you below, depending on the grounds on which we process your data. More information is available from the Information Commissioner's Office website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>). These rights apply for the period in which we process your data.

1. Access to your information

You have the right to ask us to confirm that we process your personal information, as well as having the right to request access to/copies of your personal information, a right that you have in any case as a resident of a Bethesda Home. You can also ask us to provide a range of information, although most of that corresponds to what has been set out in this privacy notice.

We will provide the information free of charge unless your request is manifestly unfounded or excessive or repetitive, in which case we are entitled to charge a reasonable fee. We may also charge you if you request more than one copy of the same information.

We will provide the information you request as soon as possible and in any event within one month of receiving your request. If we need more information to comply with your request, we will let you know.

2. Rectification (correction) of your information

If you believe personal information we hold about you is inaccurate or incomplete, you can ask us to correct that information. We will comply with your request within one month of receiving it unless we don't feel it is appropriate, in which case we will let you know why. We will also let you know if we need more time to comply with your request.

3. Right to be forgotten

In some circumstances, you have the right to ask us to delete personal information we hold about you. This right is available to you:

1. Where we no longer need your personal information for the purpose for which we collected it,

2. Where we have collected your personal information on the grounds of consent and you withdraw that consent,
3. Where you object to the processing and we don't have any overriding legitimate interests to continue processing the information or where we have unlawfully processed your personal information (i.e. we have failed to comply with GDPR); and
4. Where the personal information has to be deleted to comply with a legal obligation.

There are certain scenarios in which we are entitled to refuse to comply with a request. If any of those apply, we will let you know. For example, asking us to delete information that it is in your vital interests to hold in order to fulfil our service to you we would not be able to delete or destroy.

4. Right to restrict processing

In some circumstances, you are entitled to ask us to suppress processing of your personal information. This means we will stop actively processing your personal information, but we don't have to delete it. This right is available to you:

1. If you believe the personal information we hold isn't accurate – we will cease processing it until we can verify its accuracy
2. If you have objected to us processing the information – we will cease processing it until we have determined whether our legitimate interests override your objection
3. If the processing is unlawful.

5. Data portability

You have the right to ask us to provide your personal information in a structured, commonly used and machine-readable format so that you are able to transmit it to another data controller. This right only applies to personal information you provide to us:

1. Where processing is based on your consent or for performance of a contract (i.e. the right does not apply if we process your personal data on the grounds of legitimate interests); and
2. Where we carry out the processing by automated means (which we don't)

We will respond to your request as soon as possible and in any event within one month from the date we receive it. If we need more time, we will let you know.

6. Right to object

You are entitled to object to us processing your personal information:

1. If the processing is based on legitimate interests or performance of a task in the public interest or exercise of official authority (which we don't do),
2. For direct marketing purposes, including profiling (which we don't do); and/or
3. For the purposes of scientific or historical research and statistics (which again we don't do)

In order to object, you must have grounds for doing so based on your particular situation. We will stop processing your information unless we can demonstrate that there are compelling legitimate grounds which override your interests, rights and freedoms or the processing is for the establishment, exercise or defence of legal claims.

Automated decision making

We do not carry out any automated decision making using your personal information.

Your right to complain about our processing

If you think we have processed your personal information unlawfully or that we have not complied with GDPR, you can report your concerns to the Information Commissioner's Office ("**ICO**"). You can call the ICO on 0303 123 1113 or get in touch via other means, as set out on the ICO website - <https://ico.org.uk/concerns/>. However, it would be appreciated if you spoke to us in the first instance so that we can address any concerns you might have.

Any questions?

If you have any questions or would like more information about the ways in which we process your information, please contact Adrian Topping at the General Office on (01582) 460522, or adriantopping@gsbf.uk.