

# Webnet Privacy Notice (Safeguarding Team)

We are the West of England Baptist Network.  
Our contact details are:

Address: The West of England Baptist Network, Little Stoke Baptist Church, Kingsway, Little Stoke, Bristol BS34 6JW. Email: [office@webnetwork.org.uk](mailto:office@webnetwork.org.uk) Telephone: 0117 9658828

This privacy notice 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 Operations Manager is our **Data Protection Officer** and Emily Caddick is the person responsible for matters relating to the protection of personal data. She can be contacted at the address above or by email [emily.caddick@webnetwork.org.uk](mailto:emily.caddick@webnetwork.org.uk) or by telephone 0117 9658828

We are registered with the Information Commissioner's Office ("ICO") with registration number Z7965225

The West of England Baptist Association (known as Webnet) is a Company Limited by Guarantee, registered in England & Wales No. 4326752 with Registered Charity No. 1092443. A Member of the Baptist Union of Great Britain.

## 1. INTRODUCTION

We hold and process various categories of personal information for several reasons. We collect this data either from you or from third parties who provide it to us.

## 2. INFORMATION ABOUT YOU


We may collect information about you in the following ways:

### 2.1 Information which you give us

We collect information about you when you fill in one of our forms and when you communicate with us face to face or 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.

### 2.2 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 statutory bodies, other third parties or anyone reporting a safeguarding concern. In certain circumstances, this may include special

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category and criminal convictions etc data, where the lawful processing conditions (described below) are met.

### 3. 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 2018 (DPA) and the Retained General Data Protection Regulation (UK GDPR) on which we rely to justify such data processing.

PURPOSE	LEGAL GROUNDS
Processing DBS Checks, including making recommendations about blemished disclosures and keeping a record of our decision.	This will only be done if you submit a request for a DBS check. No record of the blemish will be retained but a record of our advice and decision will be retained under the following legal grounds: where it fulfils one of the substantial public interest conditions from Schedule 1, Part 2 of the Data Protection Act 2018, in particular, Conditions 10, 11, 12, 18 and 19 and Condition 31 from Schedule 1, Part 3 of the Data Protection Act 2018. See the BUGB Data Protection Policy and Appropriate Policy Document (Schedule 2 of the policy) on the BUGB website.
Managing and/or investigating safeguarding concerns in churches, Associations, including mitigating the risk of individuals committing criminal offence, which may involve processing special category and criminal convictions etc data, which is essential to safeguard against any risks posed to children and adults at risk.	Article 6(1)(f) UK GDPR where “processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.” Where it fulfils one of the substantial public interest conditions from Schedule 1, Part 2 of the Data Protection Act 2018, in particular, Conditions 10, 11, 12, 18 and 19 and Condition 31 from Schedule 1, Part 3 of the Data Protection Act 2018. See the BUGB Data Protection Policy and Appropriate Policy Document (Schedule 2 of the policy) on the BUGB website.
Managing offenders or those awaiting charge or who have been charged and are awaiting Court for offences in churches, Associations and negotiating the terms of their safeguarding contracts	Explicit consent if you enter into a safeguarding contract; or otherwise under Schedule 1 DPA 2018 Conditions 10, 11, 12, 18, 19 and 31 as set out above.

Maintaining and reviewing details of approved Safeguarding trainers, and Safeguarding Contacts in Associations.	The information is necessary for our legitimate interest of supporting and resourcing BUGB member churches
Research, analysis and collection of data for the purpose of monitoring safeguarding trends within the Union, including our response to the Independent Inquiry into Child Sexual Abuse (IICSA) or any other statutory inquiry into safeguarding.	Article 6(1)(f) UK GDPR where “processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.”

#### 4. 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.
- Relevant church(es) and church ministers
- Other Denominational Safeguarding Officers
- Police, Social Services, Local Authority Designated Officers and other statutory agencies
- Our professional advisors, including our solicitors.

#### 5. WHERE WE KEEP YOUR PERSONAL DATA

All your personal information covered by this notice will be stored in the UK. To deliver services or manage our relationship with you, it is sometimes necessary for us to share your Personal Data outside of the UK (e.g. when our service providers are located outside of the UK). Many countries do not have the same data protection laws as the UK. We will, however, take reasonable steps to ensure that any such service provider has in place appropriate measures to protect your information and any contract includes appropriate clauses about the use of data. For instance, we will take steps to confirm that a third party outside of the UK is either covered by an existing adequacy agreement or has put in place regulator approved standard contractual clauses to provide an adequate level of protection for personal data.

#### 6. RETENTION OF DATA

We will keep the personal information covered by this notice for the periods of time specified in our Data Retention Schedule and at the end of the applicable retention periods we will safely and securely delete it.

## 7. 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;

You can exercise your rights or obtain more information about them by contacting our Data Protection Officer by email: [emily.caddick@webnetwork.org.uk](mailto:emily.caddick@webnetwork.org.uk) or ring 0117 9658828

## 8. 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/>.

Author/s	E Caddick/ Kath Needham	Annual Review	August
Approved on behalf of the Trustees	Approved	Date	29/09/2025