

# International Believers' Church of Debrecen

## DATA PROTECTION POLICY

### **POLICY STATEMENT:**

The **International Believers' Church of Debrecen** (further referred to as "IBCD") is committed to protecting personal data and respecting the rights of our data subjects (people whose personal data we collect and use). **IBCD** values the personal information entrusted to us, and we respect that trust by complying with all relevant laws and adopting good practices.

We process personal data to help us:

1. Maintain a list of our church members
2. Provide pastoral support for members and others connected with our church
3. Provide services to the community, including Meal trains, Childcare, etc.
4. Safeguard children, young people, and adults at risk
5. Recruit, support, and manage staff and volunteers
6. Maintain our church accounts and records
7. Promote our services
8. Maintain the security of property and premises
9. Respond effectively to enquirers and handle any complaints
10. And for any fundraising events that might require this information.

This policy has been approved by the **IBCD** Trustees responsible for ensuring that we comply with all our legal obligations. It sets the legal rules that apply whenever we obtain, store, or use personal data.

### **Why this policy is essential:**

1. We're committed to protecting personal data from being misused, getting into the wrong

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hands because of poor security or being shared carelessly, or being inaccurate, as we're aware that people can be upset or harmed if any of these things were to happen.

2. This policy sets out the measures we're committed to taking as an organization and what each of us will do to ensure we comply with the relevant legislation.
3. For instance, we'll make sure that all personal data is:
  - a. Processed lawfully, fairly, and done transparently



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- b. Processed for specific, explicit, and legitimate purposes and not in a manner that's incompatible with those purposes
- c. Adequate, relevant, and limited to what is necessary for the purposes for which it's being processed
- d. Accurate and, where necessary, up to date
- e. Not kept longer than necessary for the purposes for which it's being processed
- f. Processed securely by using appropriate technical and organizational means
- g. Processed in keeping with the rights of data subjects regarding their data.

### How this policy applies to you and what you need to know:

1. **As an employee, volunteer, or trustee** processing personal information on behalf of the church, you must comply with this policy. If you think that you've accidentally breached the policy, it's vital that you contact our **Office** [office@ibcdebrecen.com] immediately so that we can take swift action to try and limit the impact of the breach.

Anyone who breaches the Data Protection Policy may be subject to disciplinary action. Where that individual has violated the policy intentionally, recklessly, or for personal benefit, they may also be liable to prosecution or regulatory action.

2. **As a leader and/or manager**, you're required to make sure that any procedures that involve personal data that you're responsible for in your area follow the rules set out in this Data Protection Policy.
3. **As a data subject of IBCD**: We will handle your personal information in line with this policy.
4. **As an appointed data processor/contractor**: Companies appointed by us as data processors must comply with this policy under the contract with us. Any breach of this policy will be taken seriously and could lead to us taking contract enforcement action

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against the company or terminating the contract. Data processors have direct obligations under the GDPR, primarily to only process data on instructions from the controller (us) and to implement appropriate technical and organizational measures to ensure security appropriate to the risk involved.



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5. Before you collect or handle any personal data as part of your work (paid or otherwise) for **IBCD**, it's essential that you take the time to read this policy carefully and understand exactly what is required of you, as well as the organization's responsibilities when we process data.
6. Our procedures will be in line with the requirements of this policy, but if you're unsure about whether anything you plan to do, or are currently doing, might breach this policy, you must first speak to the Office.

### **Training and Guidance:**

1. We will provide general training at least annually for all staff to raise awareness of their obligations and our responsibilities and outline the law.
2. We may also issue procedures, guidance, or instructions from time to time.  
[Managers/leaders must set aside time for their team to look at the implications for their work.]

## **OUR DATA PROTECTION RESPONSIBILITIES**

### **What personal information do we process?**

1. In our work, we may collect and process information (personal data) about many people (data subjects). This includes data we receive from the person, for example, when they complete forms or contact us. We may also receive information about data subjects from other sources, including, for example, previous employers.
2. We process personal data in electronic and paper forms, and all this data is protected under data protection law. The personal data we process can include information such as names and contact details, education or employment details, and visual images of people.
3. Sometimes, we hold "special categories" data in the GDPR. This personal data can only be processed under strict conditions.

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'Special categories' of data (as referred to in the GDPR) includes information about a person's racial or ethnic origin; political opinions; religious or similar beliefs, trade union membership; health (including physical and mental health, and the provision of health care services); genetic data; biometric data; sexual life and sexual orientation.

4. We will hold information relating to criminal proceedings or offenses or allegations of violations unless there is a clear lawful basis to process this data, such as where it fulfills one of the essential public interest conditions concerning safeguarding children and individuals at risk. This processing will only ever be carried out on the advice of the Leadership Team of **IBCD**.
5. Other data, such as bank details, may also be considered 'sensitive' but will not be subject to the same legal protection as the data types listed above.

### **Making sure processing is fair and lawful:**

1. Processing personal data will only be fair and lawful when the purpose of the processing meets a legal basis, as listed below, and when the processing is transparent. This means we will explain how and why we process their data at the point we collect data from them and when we collect data about them from other sources.

### **How can we legally use personal data?**

1. Processing of personal data is only lawful if at least one of these legal conditions, as listed in Article 6 of the GDPR, is met:
  - a. The processing is **necessary for a contract** with the data subject
  - b. The processing is necessary for us to comply with a legal obligation**
  - c. The processing is necessary to protect someone's life (this is called "**vital interests**")
  - d. The processing is necessary for us to perform a task in the **public interest**, and the

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task has a clear basis in law

- e. The processing is **necessary for legitimate interests** pursued by **IBCD** or another organization unless the data subject's interests, rights, and freedoms override these.



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- f. If no other legal conditions apply, the processing will only be lawful if the data subject has given explicit **consent**.

### How can we legally use 'special categories' of data?

1. Processing of 'special categories' of personal data is only lawful when, in addition to the conditions above, one of the extra conditions, as listed in Article 9 of the GDPR, is met. These conditions include where:
  - a. The processing is necessary for **carrying out our obligations under employment and social security and social protection law**
  - b. The processing is necessary for **safeguarding the vital interests** (in an emergency, life, or death situation) **of an individual**, and the data subject is incapable of giving consent
  - c. The processing is carried out during **our legitimate activities** and only relates to our members or persons we are in regular contact with in connection with our purposes
  - d. The processing is necessary for **pursuing legal claims**
  - e. If none of the other legal conditions apply, the processing will only be lawful if the data subject has given their **explicit consent**
2. Before deciding which condition should be relied upon, we may refer to the original text of the GDPR as well as any relevant guidance and seek legal advice as required.

### What must we tell individuals before we use their data?

1. If personal data is collected directly from the individual, we will inform them [in writing] about our identity/contact details [and those of the IBCD Leadership], the reasons for the processing, and the legal bases [including explaining any automated decision making or profiling], explaining our legitimate interests, and explaining where relevant, whom we

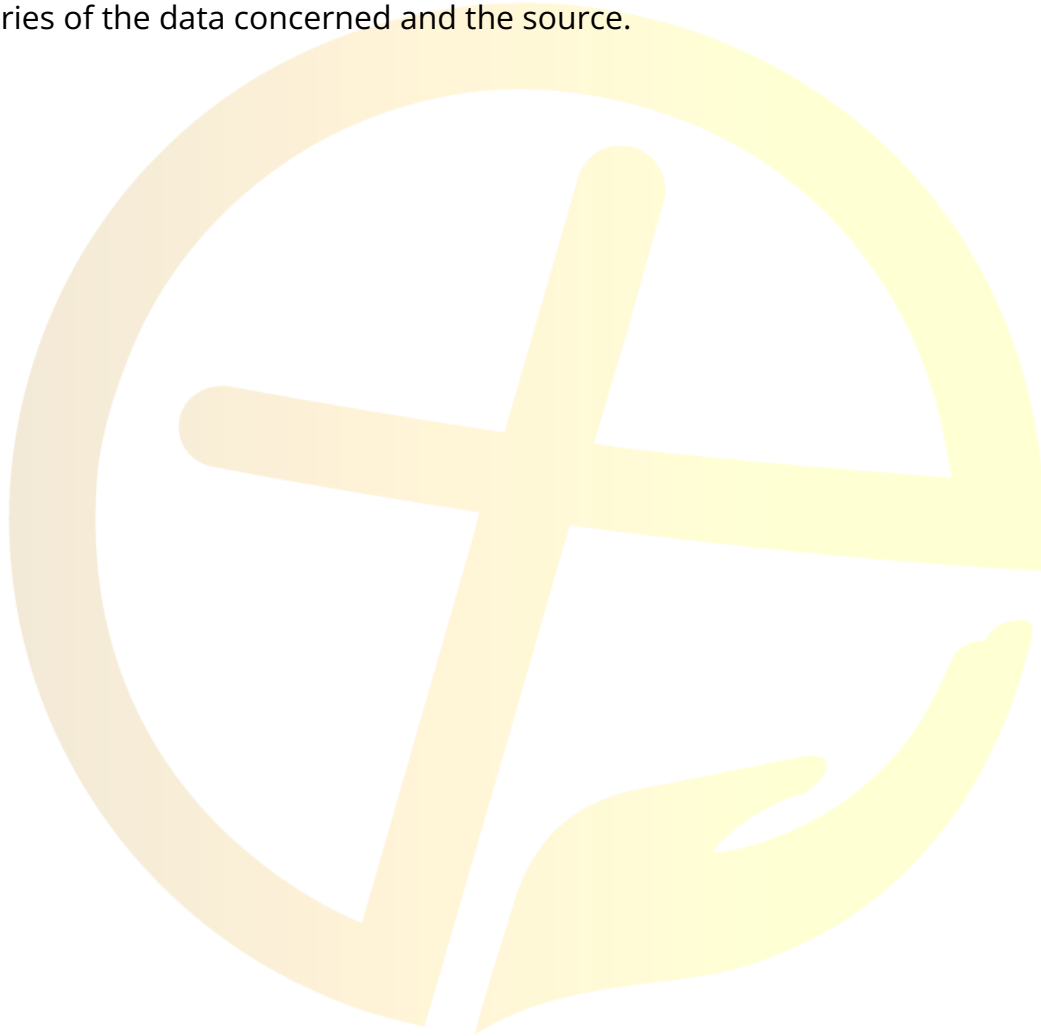


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will share the data with. This information is commonly referred to as a 'Privacy Notice.'  
This information will be given when personal data is collected.

2. If data is collected from another source rather than directly from the data subject, we will provide the subject with the information described in the section above, as well as the categories of the data concerned and the source.



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This information will be provided to the individual in writing and by one month after we receive the data unless a legal exemption under the GDPR applies. If we use the data to communicate with the data subject, we will, at the latest, give them this information at the time of the first communication.

If we plan to pass the data on to someone else outside of **IBCD**, we will give the data subject this information before we pass on the data.

### **When we need consent to process data:**

1. Where none of the other legal conditions apply to the processing, and we're required to get consent from the data subject, we will set out what we're asking permission for, including why we're collecting the data and how we plan to use it. Consent will be specific to each process we request consent for, and we will only ask for permission when the data subject has a natural choice whether to provide us with their data.
2. Consent can be withdrawn at any time, and the processing will stop if removed. Data subjects will be informed of their right to withdraw consent, and it will be as easy to withdraw consent as it is to give consent.

### **Processing for specified purposes:**

1. We'll only process personal data for the specific purposes explained in our privacy notices or for other purposes expressly permitted by law. We'll explain those other purposes to data subjects unless there are lawful reasons for not doing so.

### **Data will be adequate, relevant, and not excessive:**

1. We'll only collect and use personal data needed for specific purposes, which will typically be explained to the data subjects in the privacy notices. We'll not collect more than is needed to achieve those purposes.

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### **Accurate data:**

1. We'll make sure that the personal data held is accurate and, where appropriate, kept up to date. The accuracy of data will be checked at the point of collection.



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### Keeping data and destroying it:

1. We'll not keep personal data longer than is necessary for the purposes for which it was collected.

### Security of personal data:

1. We'll use appropriate measures to secure personal data at all processing points. Keeping data secure includes protecting it from unauthorized or unlawful processing or accidental loss, destruction, or damage.
2. Security measures will include technical and organizational security measures. In assessing what measures are the most appropriate, we will consider the following and anything else that is relevant:
  - a. The quality of the security measure
  - b. The costs of implementation
  - c. The nature, scope, context, and purpose of processing
  - d. The risk to the rights and freedoms of data subjects
  - e. The risk which could result from a data breach.
3. Measure may include:
  - a. Technical systems security
  - b. Measures to restrict or minimize access to data
  - c. Measures to ensure our systems and data remain available or can be quickly restored in the case of an incident
  - d. Physical security of information and our premises
  - e. Organizational measures such as policies, procedures, training, and audits
  - f. Regular testing and evaluating of the effectiveness of security measures.

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### **WORKING WITH PEOPLE, WE PROCESS DATA ABOUT (DATA SUBJECTS)**

#### **Data subjects' rights:**

1. We'll process personal data in line with data subjects' rights, including their right to:
  - a. Request access to any of their data held by us (known as a Subject Access Request)
  - b. Ask to have inaccurate personal data changed
  - c. Restrict processing in certain circumstances
  - d. Object to processing, in certain circumstances, including preventing the use of their data for direct marketing
  - e. Data portability, which means to receive their data, or some of their data, in a format that can be easily used by another person (including the data subject themselves) or organization
  - f. Not be subject to automated decisions in certain circumstances, and
  - g. Withdraw consent when we are relying on consent to process their data
2. If a colleague receives any request from a data subject that relates or could relate to their data protection rights, this will be forwarded to our Office immediately.
3. We'll act on all valid requests as soon as possible, and at the latest within one calendar month, unless we have reason to and can lawfully extend the timescale. This can be extended by up to two months in some circumstances.
4. All data subjects' rights are provided free to charge.
5. Any information provided to data subjects will be concise and transparent, using clear and plain language.

#### **Direct Marketing:**

1. We'll comply with the rules set out in the GDPR, the Privacy and the Hungarian national transposition measures concerning the implementation of directive 2013/37/EU of the

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European Parliament and of the Council of 26 June 2013 amending Directive 2003/98/EC on the re-use of public sector information Text with EEA relevance and any laws which may amend or replace the regulations around direct marketing. This includes, but is not limited to when we contact data subjects by post, email, text message, social media messaging, telephone (both live and recorded calls), and fax.



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**Direct marketing** means the communication (by any means) of any advertising or marketing material which is directed, or addressed, to individuals. "Marketing" does not need to be selling anything or be advertising a commercial product. It includes contact made by organizations to individuals for the purposes of promoting the organization's aims.

2. Any direct marketing material we send will identify the **IBCD** as the sender and describe how people can object to receiving similar communications in the future. If a data subject exercises their right to object to direct marketing, we will stop the direct marketing as soon as possible.

### **WORKING WITH OTHER ORGANIZATIONS AND TRANSFERRING DATA**

#### **Sharing information with other organizations:**

1. We will only share personal data with other organizations or people when we have a legal basis to do so and if we have informed the data subject about the possibility of the data being shared (in a privacy notice) unless legal exemptions apply to informing data subjects about the sharing. Only authorized and adequately instructed staff/Trustees are allowed to share personal data.
2. We will keep records of information shared with a third party, which will include recording any exemptions which have been applied and why they have been applied. Legal advice will be sought as required.

#### **Data processors:**

1. We will conduct due diligence checks before appointing a contractor who will process personal data on our behalf (a data processor). The checks ensure the processor will use appropriate technical and organizational measures to ensure the processing will comply with data protection law, including keeping the data secure and upholding the rights of

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data subjects. We will only appoint data processors who can provide us with sufficient guarantees that they will do this.





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2. We'll only appoint data processors based on a written contract requiring the processor to comply with all relevant legal requirements. We will continue to monitor the data processing and compliance with the contract throughout the contract.

### **Transferring personal data outside the European Union (EU):**

1. Personal data cannot be transferred or stored outside the EU unless the GDPR permits this. This includes storage on a "cloud" based service where the servers are outside the EU.
2. We'll only transfer data outside the EU where it's permitted by one of the conditions for non-EU transfers in the GDPR.

### **MANAGING CHANGE AND RISKS**

#### **Dealing with data protection breaches:**

1. Where staff or volunteers [or contractors working for us] think this policy needs to be followed or data might have been breached or lost, this will be reported immediately to the IBCD Office.
2. We will keep records of personal data breaches, even if we do not report them to the authorities.

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3. We will report all data breaches likely to result in a risk to any person to the relevant authorities. Reports will be made to the appropriate authorities within 72 hours from someone in the church becoming aware of the breach.
4. In situations where a personal data breach causes a high risk to any person, we will (as well as report the violation to the relevant authorities) inform data subjects whose information is affected without undue delay.

This can include situations where, for example, bank account details are lost, or an email containing sensitive information is sent to the wrong recipient. Informing data subjects can enable them to protect themselves and/or exercise their rights.

### **DEFINITIONS AND USEFUL TERMS**

The following terms are used throughout this policy and have their legal meaning as set out within the GDPR. The GDPR definitions are further explained below:

**Data controller** means any person, company, authority, or other body who (or which) determines the means for processing personal data and the purposes for which it's processed. It doesn't matter if the decisions are made alone or jointly with others.

The data controller is responsible for the personal data which is processed and how it's processed. We are the data controller of the data which we process.

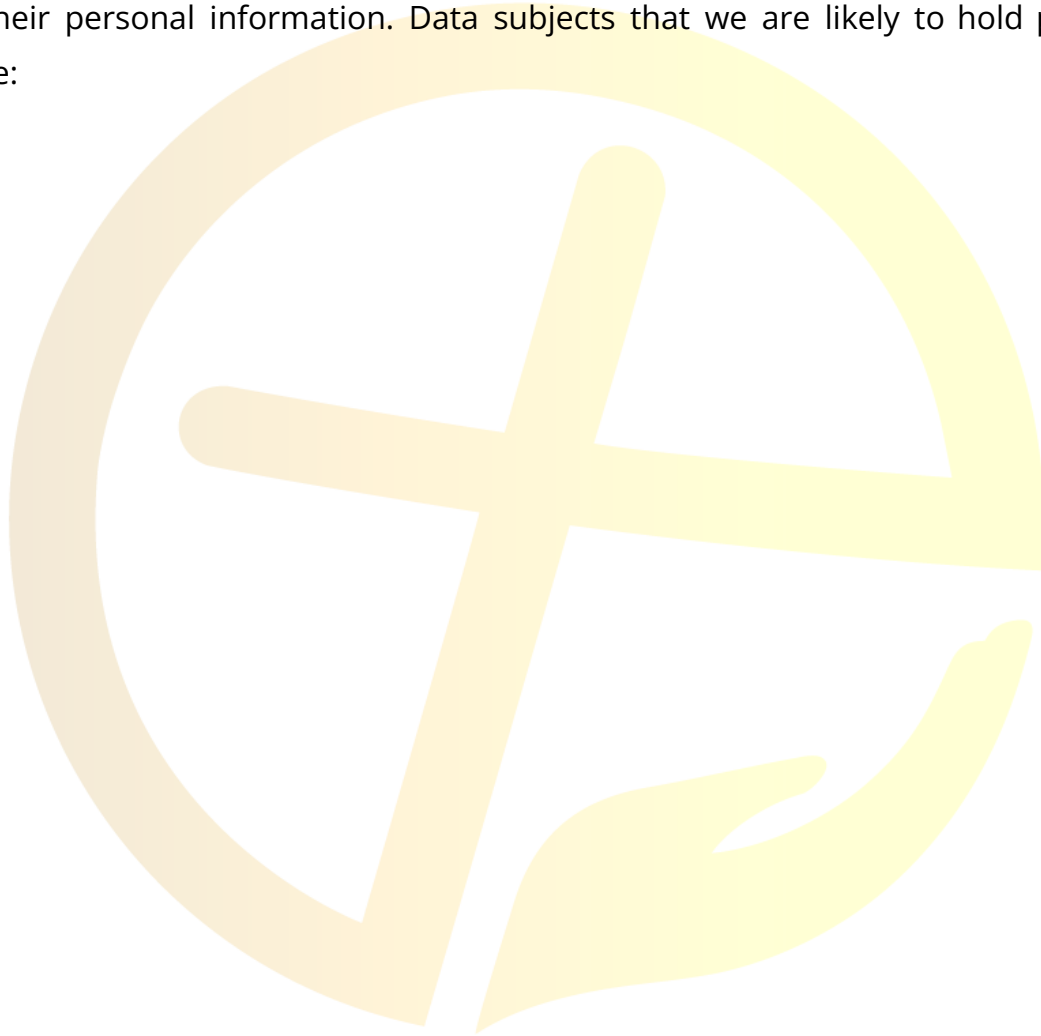
**Data processors** include any individuals or organizations which process personal data on our behalf and on our instructions, e.g., an external organization that provides secure waste disposal for us. This definition will include the data processors' own staff (note that staff or data

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processors may also be data subjects).

**Data subjects** include all living individuals we hold or otherwise process personal data about. A data subject does not need to be a HU national or resident. All data subjects have legal rights in relation to their personal information. Data subjects that we are likely to hold personal data about include:



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1. The people we care for and support
2. Our future employees (and former employees)
3. Consultants/Individuals who are contractors or employees working for them
4. Volunteers
5. Tenants
6. Trustees
7. Complainants
8. Supporters
9. Enquirers
10. Friends and family
11. Advisers and representatives of other organizations.

**Personal data** is any information relating to a natural person (living person) who is identified or identifiable. A natural person must be an individual and cannot be a company or a public body. Representatives of companies or public bodies would, however, be natural persons.

Personal data is limited to information about living individuals and does not cover deceased people.

Personal data can be factual (for example, a name, address, or date of birth) or an opinion about that person, their actions, and behavior.

**Privacy notice** means the information given to data subjects that explains how we process their data and for what purposes.

**Processing** is very widely defined and includes any activity that involves the data. It includes

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obtaining, recording, or holding the data or carrying out any operation or set of operations on the data, including organizing, amending, retrieving, using, disclosing, erasing, or destroying it. Processing can



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also include transferring personal data to third parties, listening to a recorded message (e.g., on voicemail), or viewing confidential data on a screen or in a paper document which forms part of a structured filing system. Viewing clear, moving, or still, images of living individuals is also a process.

**Special categories of data** (as identified in the GDPR) include information about a person's:

1. Racial or ethnic origin
2. Political opinions
3. Religious or similar (e.g., philosophical) beliefs
4. Trade union membership
5. Health (including physical and mental healing and the provision of health care services)
6. Genetic data
7. Biometric data
8. Sexual life and sexual orientation

