

PRIVACY NOTICE

Horndean Baptist Church

This Privacy Notice explains what to expect when Horndean Baptist Church collects and uses your personal information. Please read it carefully. It can also be viewed on our website.

Under Data Protection legislation the **Leadership Team** of Horndean Baptist Church are the **Data Controller** and the Minister acts as our **Data Protection Officer** for the time being.

We are collecting this information to enable the church to keep in touch with you and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church's **legitimate interest**.

Your name and contact details will be entered into our church database which is held on the:-

- Minister's computer & church mobile phone which is accessed only by the Minister and
- The Children & Families Leader's computer & church mobile phone accessed only by The Children & Families Leader.

These computers and phones are password protected.

Your contact details will be removed from the database if you leave the church.

We would like to include your name and contact details in our Church Directory which will be distributed to all Church Members and regular contacts. We will not give copies of the Church Directory to anyone else. If you are happy for your details to be included please indicate where asked to do so below. You can ask for your details to be removed at any time.

We also maintain a group email account for contacting Church Members and regular contacts with letters, news, notices and prayer requests. Please

indicate where asked to do so below whether you are wish to be included in this group email. You can ask for your email to be removed at any time.

To enable us to provide adequate pastoral support to you and your family, the Minister and Children & Families Leader may record information which may be regarded as sensitive. This information will be stored in password protected documents on the respective computers of the Minister and Children & Families Leader as above but the passwords will only be known to them. This information will NOT be disclosed to anyone else without your consent.

You have a right to ask to see any information we hold about you (including the pastoral support information) by submitting a **Subject Access Request** to the **Data Protection Officer**. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our **Data Protection Officer**. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

I have read and understood the above notice (CAPITALS PLEASE):-

Signature(s) _____ Date _____

Name(s) _____

Address _____

Email _____

Landline _____ Mobile _____

Please tick as appropriate:-

I/We consent to my contact details being included in the Directory of Church members and regular contact

I/We consent to my email being included in the group email for letters, news, notices and prayer requests



Data Protection PRIVACY NOTICE

Your Personal Information is important to us

“Do not throw your pearls before swine !”

– Matthew 7:6

May 2018

Close to God ~ Open Hearted ~ Outward Looking ~ Living Lightly

horndeanbaptistchurch.org.uk