

PRIVACY NOTICE

We are collecting or have previously collected certain personal 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.

Under Data Protection legislation the Charity Trustees of Woodley Baptist Church (i.e. the Church Leadership Team) are the Data Controller. For Data Protection issues they can be contacted by ringing 0118 9699956 or emailing dataprotection@woodleybc.org

Your name and contact details will be entered into our church database. This is held on the church office computer which is password protected and accessed only by the Ministers, Church Secretary and Office Manager. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our “church friends”. Please note that names of past members will however be kept for historical interest purposes.

We would like to include your name and contact details in our Church Directory which will be distributed by email to all Church Members and regular attenders and in hard copy as appropriate. Spare copies will also be kept in the church office which is locked when not staffed. We will only give copies of the Church Directory to those who feature in it. The Church Directory is also uploaded on to the church website - www.woodleybc.org in a section which is accessible to members and friends and is password controlled. If you are happy for your details to be included please indicate where asked to do so on the Consent Form. You can ask for your details to be removed at any time by using the contact details above.

To enable us to provide adequate pastoral support to you and your family, one of the Ministers or the Team Leader of Youth and Children's Work may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on a church computer but the password will only be known by the Ministers or the Team Leader of Youth and Children's Work. A hard copy may also be retained, which would be kept in a locked location. This information will not be disclosed to anyone else without your consent, unless legally necessary.

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

Occasionally photographs or videos may be taken during the course of a church event. Notice will be given at the start of such an event so that individuals have the opportunity to remove themselves from the area.

If you are concerned about the way your information is being handled please contact us on 0118 9699956 or dataprotection@woodleybc.org. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

CONSENT FORM FOR THE PROCESSING OF PERSONAL INFORMATION

Please complete the following consent form for yourself and your children under the age of 16. (Children of 16 or over will need to complete a form for themselves.)

Please note that if you withhold your permission the church will no longer be able to keep you informed of church events etc

Your name

Please tick each statement as appropriate.

I give permission for **my** contact details (name, address, telephone number and email address - delete as appropriate) to be:

- entered on to the church database Yes..... No
- included in electronic copies of the Church Directory Yes..... No
- included in paper copies of the Church Directory Yes..... No
- uploaded on to a password controlled section of the Church website Yes..... No

I give permission for photos and videos featuring **me** to be recorded and used on the church website and for in-house display and publicity Yes..... No

Your child/children's name(s)

I give permission for **my children's** contact details (name, address, telephone number and email address - delete as appropriate) to be:

- entered on to the church database Yes..... No
- included in electronic copies of the Church Directory Yes..... No
- included in paper copies of the Church Directory Yes..... No
- uploaded on to a password controlled section of the Church website Yes..... No

I give permission for photos and videos featuring **my children** to be recorded and used on the church website and for in-house display and publicity Yes..... No

Signed Date

This Consent Form will be stored in a locked filing cabinet and/or on the office computer and can subsequently be amended by emailing dataprotection@woodleybc.org or phoning 0118 9699956.