

Totnes United Free Church Privacy Notice Collecting Information from Church Members & Friends

Under Data Protection legislation the Charity Trustees of Totnes United Free Church are the Data Controller and can be contacted by ringing 01803 864577 or emailing admin@totnesunitedfree.org.uk

Collecting and retaining Data:

We are collecting 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 church computers which are password protected. Your contact details will only be accessed only by the Pastor, Operations Coordinator and Youth Worker. 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”.

We would like to include your name and contact details in our Church Contact List which will be distributed by email to all Church Members and in hard copy as appropriate. Copies will also be kept in the church office and/ or at home for use by church staff . We will not give copies of the Church Contact List to anyone who is not a church member. We will also use your details to send out church emails and copies of newsletters and relevant documents.

Consent:

If you are happy for your details to be included and used in this way **please reply to this email indicating consent or print and return by post to Church Office with signed consent***. You can ask for your details to be removed at any time. To enable us to provide adequate pastoral support to you and your family, the Pastor, Operations Coordinator or Youth Worker may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computers but the password will only be known by the aforementioned. This information will NOT be disclosed to anyone else without your consent. 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 Operations Coordinator.

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 contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioner's Office. We are committed to best practice and will follow guidelines from the Baptist Union.

*** I hereby consent to Totnes United Free Church collecting and storing my details as outlined above.**

Name

Signed

Date