

SHREWSBURY BAPTIST CHURCH

Privacy Notice to include on a form for collecting information from church members

Under Data Protection legislation the church Charity Trustees of SHREWSBURY Baptist Church are the Data Controller

and the Church Secretary acts as our Data Protection Officer.

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 church office computer which is password protected and accessed only by the Ministers, Church Secretary and Church Administrator. 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 Directory which will be distributed by email to all Church Members and in hard copy as appropriate. A copy will also be kept in the church office. 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.

To enable us to provide adequate pastoral support to you and your family, one of the Ministers may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computer but the password will only be known by the Ministers. 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 Church Secretary. 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 Commissioners Office.

SHREWSBURY BAPTIST CHURCH

Form for collecting information about children attending a Holiday club/ Children's activity / Children's activity OR Any Childrens activity

Under Data Protection legislation the church Charity Trustees of SHREWSBURY Baptist Church are the Data Controller and the Church Secretary acts as our Data Protection Officer.

We are collecting this information to enable the church to run the Holiday club/ Childrens activity safely and ensure we can contact your PARENT / Guardian (or other nominated adult) in case of an emergency. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your child at our Holiday club/ Children's activity .

The information your supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church office. Only the Ministers and the Holiday club/Children's activity leaders will have access to this information. The forms will be destroyed once Holiday club/ Children's activity has finished unless you have ticked the box asking us to keep you informed about future activities we think your child might be interested in attending. If this is the case we will retain your details for the sole purpose of notifying you of such events. We will NOT pass on this information to anyone else. You have the right to ask to be removed from this circulation list at any time.

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 Commissioners Office.

SHREWSBURY BAPTIST CHURCH

Sample Privacy Notice to include on a form requesting details from a new (or potential) employee

Under Data Protection legislation the church Charity Trustees of SHREWSBURY Baptist Church are the Data Controller and the Church Secretary acts as our Data Protection Officer.

We are collecting this information to enable us to enter into a contract of employment with you. If you are unable to provide this information then we will be unable to enter into that contract.

The information you supply in this form will be held on the church office computer which is password protected and accessed only by the Ministers, Church Secretary and Church Administrator.

- Destroyed six months after you leave our employment

We will be undertaking performance appraisals as part of your employment and copies of the reports from these (along with all documents supplied as part of your application) will be kept in a password protected section of our church computer which can only be accessed by the Senior Minister as your Line Manager. If appropriate, information from these documents may be shared with other charity Trustees but will NOT be shared with anyone else without your consent.

You have the right to ask to see any information we hold about you 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. 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 Commissioners office

SHREWSBURY BAPTIST CHURCH

Form for collecting information about ADULTS attending a SBC organised club or series of events

Under Data Protection legislation the church Charity Trustees of SHREWSBURY Baptist Church are the Data Controller and the Church Secretary acts as our Data Protection Officer.

We are collecting this information to enable the church to run the club or series of events safely and ensure we can contact your nominated contact in case of an emergency. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your registration at this activity .

The information your supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church office. Only the Ministers and the activity leaders will have access to this information. The forms will be destroyed the activity Children's activity has finished unless you have ticked the box asking us to keep you informed about future activities we think your child might be interested in attending. If this is the case we will retain your details for the sole purpose of notifying you of such events. We will NOT pass on this information to anyone else. You have the right to ask to be removed from this circulation list at any time.

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 Commissioners Office.