

High Street Baptist Church - Tring

Privacy Statement – April 2018

Under Data Protection legislation the Charity Trustees of High Street Baptist Church are required to include a Data Controller and it is the Church Secretary who acts as our Data Protection Officer. We collect information to enable the church to keep in touch with you and to provide pastoral support as appropriate.

Data Protection legislation allows us to process your 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 password protected and is accessed only by the Ministers, Church Officers 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'.

In addition, 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 members of the congregation (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 by contacting admin@tringbaptistchurch.org.uk.

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.

Finally, we would like to obtain your permission to use **images** for sharing activity going on in the church and promote events. To give your consent to this, please complete the form on the next page. Again, you are able to withdraw this consent at anytime by contacting admin@tringbaptistchurch.org.uk.

Kevin Ashton (Church Secretary)
on behalf of the Trustees and Deacons of High Street Baptist Church.

High Street Baptist Church - Tring

I,, agree that the church may hold my personal data for the purposes detailed above.

Signature.....

Date.....

I agree that the church may use images of myself [give name]

- On church documents Yes [] No []
- On the church website Yes [] No []
- On social media (e.g. Facebook) Yes [] No []

I agree that the church may use images of my child/children [please give names]

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- On church documents Yes [] No []
- On the website Yes [] No []
- On social media (e.g. Facebook) Yes [] No []

Name Signature.....

Date.....

Please return to the church office by Thursday 31 May 2018