



PRIVACY NOTICE

HBC needs to hold enough personal information about our members and regular attendees so that we may keep in touch with you, facilitate your attendance at church groups/activities and provide pastoral support as appropriate. The law allows us to collect and use this information so long as we are sure that it is HBC's legitimate interests to do so.

In doing so, your name and contact details will be entered into our church database which is held on approved computers, devices and cloud storage services that are password protected and accessed only by the Ministers, Staff, nominated Trustees and the Church Administrators. Your contact details will be removed from the database once you are no longer a member or a regular attendee of the church – unless you ask to remain as one of our “church friends”.

In addition to this, we would also really like to have your agreement for us to use your information in certain other limited ways. This would include (for example) adding your name and contact details in our Church Directory which is available to Church Members and regular attendees (who have been approved and registered for passworded access) and in hard copy as appropriate. A copy is also kept in the church office. We do not give copies of the Church Directory to anyone else.

If you are happy for your details to be used in one or more of these ways please indicate by ticking the appropriate boxes on our Consent Form. 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 (or an approved Pastoral Team member) may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on an approved computer and cloud storage service but the password will only be known by the Minister or approved team member concerned. This information will NOT be disclosed to anyone else without your consent.

Under Data Protection legislation the Charity Trustees of Horley Baptist Church are the Data Controller and one of their number acts as our nominated Data Protection Trustee.

You do of course have the right to ask to see any information that we hold about you (including pastoral support information). You do this by submitting a request to the Church Administrators. You also have the right to ask for information which you believe to be incorrect to be rectified and to ask for all or part of the data held concerning you erased once it is no longer necessary for us to retain that data.

If you are at all concerned about the way your information is being handled please ask to speak to Paul Gauntlett, our Data Protection Trustee (paul@horleybaptist.org.uk). If you are still unhappy you have the right to complain to the Information Commissioners Office.

May 2018

Use of Personal Information. Your Consent for Horley Baptist Church

Your Name:

Your Address:

.....

Telephone:

Email address:



Please tick only the box(es) below that apply where you are happy to agree for us:

- To keep you informed about news, events, activities and services;
- To add your details to our Church Directory
- To add your photograph to our Church Directory
- To add relevant data to the “registered user only access” section of our website which contains the Church Directory
- To include contact detail changes and prayer requests in our weekly newsletter “Yours” where you request us to do so
- To do all of the above.

By which methods may we contact you? Please tick those that apply below:

By email []

By text []

By post []

By phone []

Where you do not wish to grant us consent, for one or more of the above, we will not of course use your personal information or contact you in those ways (except in very limited situations, such as where required to do so by law or to protect members of the public from serious harm). If you do grant consent, you can easily withdraw your consent in the future, to all or any one of the above purposes, by contacting the Church Administrators (admin@horleybaptist.org.uk). These uses of your personal information will then cease from the point at which you withdraw consent.

By signing this form, you are confirming that you have read our Privacy Notice and that you are consenting to the trustees of Horley Baptist Church using your personal information for the specific purposes listed above, which are additional to the normal ways in which we hold and use personal information in the legitimate interests of church business.

SIGNED:

DATE: