



## PRIVACY NOTICE

*Children and Young People's Groups*

We need to ask for certain personal information from you in order to care for children and young people safely at our groups and to ensure that we can make contact in case of an emergency. Data Protection legislation allows us to make use of the information, including limited medical details, that we regard to be in the church's *legitimate interests* in running these groups. If you are unable to supply the information requested then, sadly, we cannot accept a child or young person at one of our groups.

We may also ask for your specific consent where we would like to keep in contact with you or use your information in other appropriate ways.

The information you supply will be held in a securely filed paper copy and/or on approved computers, devices or cloud storage services which are secure and password protected. Only the trustees and the group leaders will have access to this information.

The forms will be completely destroyed if the group stops running, in the event that a child becomes too old to attend or if a child or young person does not attend for **six consecutive months**. We will however still retain copies of our attendance registers for an appropriate period. IF you have ticked the box asking us to keep you informed about activities that we think might be of interest then we will retain your details for the sole purpose of notifying you of such events. We will NOT pass on your information to any other people or organisations outside of Horley Baptist church. You may ask to be removed from our contact list at any time.

You have the right at any time to ask to see the information that we hold about you. You can do this by submitting a request to the group leaders or to our Data Protection Trustee. You also have the right to ask for any information which you believe to be incorrect to be rectified and for all or part of the data held concerning you to be erased once it is no longer necessary for us to retain it for safeguarding or legal reasons.

If you are 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.

Our detailed Data Protection Policy, together with this Privacy Notice is available for viewing on our Church Website, you'll find them at :

<http://www.horleybaptist.org.uk/resources/data-protection/>

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