

PRIVACY NOTICE v1 08/05/18
UNDERHILL BAPTIST CHURCH

Under Data Protection legislation the Trustees of Underhill Baptist Church are the Data Controller

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 Minister, Church Secretary and others authorised by them. 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 either by email or hard copy to all Church Members as appropriate. A copy will also be kept in the church office. We will not give copies of the Church Directory to anyone else without your consent. 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, the Minister may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computer. This password will only be used by the Minister. 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 Trustees. If you are still unhappy you have the right to complain to the Information Commissioners Office.