

Privacy Notice for Church Members, Friends and Attendees

Who is collecting the information and how can I contact them?

Under Data Protection legislation the church Charity Trustees of Lindsay Park Baptist Church are the 'Data Controller' and the Church Secretary acts as our Data Protection Officer who can be contacted by emailing secretary@lindsaypark.org.uk

Why is the information being collected?

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.

How will the information be stored?

The information you supply will be held in paper and/or electronic form in a folder or on electronic devices which will be kept in a securely locked cupboard in the church office or be password protected if on electronic devices. Only the Minister, Diaconate and staff authorised by them will have access to this information.

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 a church computer and the password will only be known by the Minister. This information will NOT be disclosed to anyone else without your consent.

If you would like your name and contact details to be included in our Church Directory, this will be distributed (by email and/or hard copy) only to those Church Members/Friends who are included in the directory. You can ask for all or any of your details to be removed (or amended) at any time.

How long will the information be kept for?

Your contact details will be removed from the database once you are no longer a member of the church or cease to attend church regularly - unless you ask to remain as one of our 'church friends'.

What rights do I have?

You have the right to ask to see any information we hold about you by requesting in writing to the Church Secretary. You have the right to ask for information which you believe to be incorrect to be rectified.

You have the right to withdraw consent.

If you are concerned about the way your information is being handled please email our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Data Protection

Our Privacy Notices can be found on our website: lindsaypark.org.uk

Privacy Notice for Children & Young People

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Why is the information being collected?

We are collecting this information to enable the church to run Children and Youth activities safely and ensure we can contact you (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 the activity.

How will the information be stored?

The information you supply will be held in paper or electronic form in a folder or on electronic devices which will be kept in a securely locked cupboard in the church office or be password protected if on electronic devices. Only the Minister, Church Administrator and the Activity leaders will have access to this information.

How long will the information be kept for?

The forms will be destroyed once the 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.

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