



Privacy Policy

Your personal information

This statement sets out how we will deal with any personal information we collect from you or that you provide to us.

We will collect and deal with your personal information in accordance with the Data Protection Act 1998. For the purpose of the Act, we are the data controller of personal data we hold about you.

How we may use your personal information

Personal information that we collect may be used by us in a number of ways:

- To tell you about events that the church is running which we think may be of interest to you;
- To provide pastoral care, support, teaching and challenge for you in accordance with the teaching of the Bible;
- To enable to maintain appropriate safeguarding arrangements for our children and young people and vulnerable adults;
- To help us organise rotas, small groups and to communicate with you;
- To fulfil any statutory obligations

We will collect and handle your personal information either with your consent or because it is necessary for us to do so for the purposes of our legitimate interests outlined above.

Information we may collect from you

We may collect and process the following information about you:

- Your contact details
- Your attendance at events and meetings run or hosted by us
- Your participation in rotas for service in the church
- Information contained in emails or other correspondence from you and records of telephone calls or meetings with you
- Your marital status, age, gender and information about your immediate family
- Details of money that you give to the church
- Information contained in checks provided by the Disclosure & Barring Service
- Information that you share with us for the purposes of pastoral care, encouragement, training and prayer

- Information relevant to your suitability for membership of and service in the church, employment by the church or service with other Christian organisations
- Medical information where necessary to ensure that the care and hospitality that we provide for you is appropriate to your needs

How we will collect information

We may collect information from others:

- To enable to maintain appropriate safeguarding arrangements for our children and young people;
- To help us better support you and to provide pastoral care, support, teaching and challenge for you in accordance with the teaching of the Bible;

Who we may share information with

We may share your information with others:

- To ask the members of the church to pray for you, along with other members;
- To enable leaders to provide pastoral care and support for you;
- We may occasionally share your information with others when a reference is asked for and with your permission.

How we will store information

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. The information is stored both electronically and in paper format.

We will store your information for no longer than reasonably necessary, usually for the time that you are attending the church or are a member of the church. After this we may continue to hold your contact details for as long as you agree in order to keep you informed about the ministry of the church.

Your rights

You have the right to ask us not to process your personal data for the purposes of informing you of events and other opportunities. We will not disclose your information to any third party for any purpose other than has been stated above. You can exercise your right to prevent such processing at any time by contacting us.

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

You may request that personal information is corrected where it is not correct or that the information is deleted. Where you have consented to us handling your information, you have the right to withdraw that consent at any time.

Our data protection officer

Our nominated representatives for the purpose of the Act is the PCC . For further information about how your personal information is used, how we store your information securely and your rights to access the information that we hold about you, please contact one of the PCC members.

If you are unhappy with how we have handled your information, you may complain to the Information Commissioner.