

Epsom Baptist Church CIO (Epsom Church)

General Contact Details and Processing Consent Information Sheet



Data Protection legislation exists to provide you with a greater say in how your personal data is used and by whom. This document describes how and why we process your general contact details. Please keep this document for future reference. We can provide you with an electronic version of this document upon request.

Under Data Protection legislation the Charity Trustees of Epsom Church are the Data Controller and the Church Secretary acts as our Data Protection Officer.

We collect your general contact details 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 Ministers, Church Secretary and Church Administrator or those authorised by them and acting on their behalf. Your contact details will be removed from the database once you are no longer a Church Member or regular member of the congregation – 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 available to Church Members and regular members of the congregation in hard copy. A copy will also be kept in the church office. We will not give copies of the Church Directory to anyone else. If you are happy for your details to be included please indicate where asked to do so on the General Contact Details and Processing Consent Form. You can ask for your details to be removed at any time.

With regards to pastoral support we do not record and store information which may be regarded as sensitive. Where you have requested prayer support this may be circulated to members by email, text or other electronic means; however this will only be done with your specific consent at the time of request.

You have the right to ask to see any information we hold about you 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 Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

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