



Privacy Notice (Adults)

Under Data Protection legislation the church trustees of Tamworth Baptist Church are the Data Controller and Bev Smith acts as our trustee responsible for data protection.

We are collecting personal data from church members and other regular attenders 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.

This information will be entered into our church database, which is password protected. It can be accessed by the Minister, Church Secretary and Church Treasurer and others appointed by the Deacons. Your details will be removed from the database once you are no longer attending the church, unless you ask to remain as one of our 'Church contacts'.

We would like to include your name and contact details in our Church Directory which can be accessed electronically or as a hard copy when appropriate. Hard copies will only be given to other church members and regular attenders and not to anyone else. Only those who are registered in the database system will have access to personal information it contains. If you are happy for your details to be included and shared please indicate where asked to do so. You can ask for your details to be removed at any time or, if you have access to the database, you can amend your privacy settings.

To enable us to provide adequate pastoral support to you and your family, the minister or a pastoral care worker may record information which may be regarded as sensitive. This information will be stored securely and will only be shared with the minister and those responsible for pastoral care. The information will NOT be disclosed to anyone else without your consent.

To enable the church to maintain our accounting and financial records the Church Treasurer will hold the personal details including the bank details of employees, supporters, suppliers to allow the submission of Gift Aid claims, the payment of bills, salaries and expenses. These records may be held for up to seven years as required by the law.

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 the trustee responsible for data protection. If you are still unhappy you have the right to complain to the Information Commissioners Office.

This privacy notice will be reviewed annually at the church AGM.



Privacy Notice (Children)

Under Data Protection legislation the church trustees of Tamworth Baptist Church are the Data Controller and Bev Smith acts as our trustee responsible for data protection.

We are collecting personal data to enable the church to run activities for children and young people 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 within our organisations.

The information you supply will be held securely. Only those with responsibility for these organisations will have access to this information.

This information will not be retained once your child is no longer attending these groups 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. You have the right to ask to be removed from this circulation list at any time.

If you are concerned about the way your information is being handled please speak to the trustee responsible for data protection. If you are still unhappy you have the right to complain to the Information Commissioners Office.

This privacy notice will be reviewed annually at the church AGM.