

# **Chudleigh Baptist Church Privacy Statement**

## **CHUDLEIGH BAPTIST CHURCH**

Under Data Protection legislation the church Charity Trustees of Chudleigh Baptist Church are the Data Controller and can be contacted by emailing [admin@chudleighbaptistchurch.co.uk](mailto:admin@chudleighbaptistchurch.co.uk)

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 minister's computer and the church secretary's computer, each of which is password protected and accessed only by the Minister and Church Secretary, respectively. 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 by email to all Church Members and in hard copy as appropriate. 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 appropriate consent form. 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 minister's computer but the password will only be known 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 contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Full details of our Privacy Policy can be found on our church website.