



Didcot Baptist Church – Privacy notice

Your privacy is really important to us and we understand how important it is to you. Our aim is to be as clear and open as possible about what we do with your personal data and how we use it in compliance with Data Protection legislation.

We hold information to enable the church to operate activities safely, effectively and in line with safeguarding and other relevant legislation. Data Protection legislation allows us to hold and process this information as we regard it as being in the church's legitimate interest. Subject to your ongoing consent, we may also use the information you provide to enable us to keep in touch with you concerning events/activities, and provide pastoral support as appropriate.

Church Members and other people attending activities organised by Didcot Baptist Church will have their name and contact details entered into our secure online church database which uses encryption and is password protected and only accessed by the Ministers, Church staff, Charity Trustees, Communications team, Pastoral Care team, and Leaders of events/activities. Via a secure website the online church database enables you to see the contact information we hold for you, and you can choose whether you make none, some or all your contact details visible to other members and friends of Didcot Baptist Church via the secure website. You can update your contact information, and your choices about whether your details are visible to other members and friends, at any time via the secure website or by completing a new registration form (see overleaf).

We also store some information on paper records. These paper records are stored securely and are only available to be accessed by the Charity Trustees and those with delegated authority.

To enable us to provide adequate pastoral support to you, and as applicable to your family, members of the Pastoral Care Team may also record information which may be regarded as sensitive. This information will be stored in an appropriately secure manner and is restricted to the Pastoral Care Team and Ministers.

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 Administrator. 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 our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

For the purposes of legislation, the Charity Trustees of Didcot Baptist Church are the "Data Controller" and the Church Administrator acts as our Data Protection Officer. We have agreements in place with a number of organisations who act as "Data Processors" on our behalf to help us store and manage data securely and efficiently. Details of our current "Data Processors" are available on the church website and on request via the Church Office. We will not pass your data onto other third-party organisations with whom we do not have a data processing agreement.

Your rights:

Didcot Baptist Church holds information in accordance with our Data Protection Policy, a copy of the policy is available on our website at www.didcotbaptist.org.uk/find-out-about/data-protection/, and is subject to other relevant legislation including the "General Data Protection Regulations" (from 25 May 2018).

For further information on your rights, please refer to the Information Commissioner's Office (ICO) website www.ico.org.uk



Didcot Baptist Church – registration of personal information and consent to be contacted

Name: (Individual, adult)	
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I wish to register the following information with Didcot Baptist Church

(Note - the details you record below are optional – you can choose what you want to register with us):

Please add the details you wish to register below:		Make my details visible to Members and Friends (circle Yes or No for each)
Postal address:		Yes / No
Phone number:		Yes / No
E-mail address:		Yes / No
Names of my children: (under 18 yrs. of age)		Not applicable
Prayer diary:	Include my name	Yes / No
	Include my children's names (where listed above)	Yes / No

If you wish us to hold the contact details of someone in the event of an emergency, please provide details below (please ensure the person has given their consent for their information to be used for this purpose)

Emergency contact name	
Relationship to me	
Phone number	

Use of photographs

I give consent for photos of myself to be displayed in the foyer / in church	Yes / No
I give consent for photos of children listed above to be displayed in the foyer / in church	Yes / No

How we share information about events and activities with you:

Information about activities and events organised by Didcot Baptist Church will generally be made available through the weekly notice sheet, website, monthly magazine, announcements at Sunday services / Church Members Meetings and specific information sheets available at Sunday Services. We don't normally require you to agree to be contacted about activities in order for you to take part. However, being able to contact you is very helpful, particularly for us to support you in ministry, when we need to make a change to the planned activity, or if you have agreed to support the practical day-to-day running of our activities and events. Therefore please indicate below your communication choices

Consent to be contacted by Didcot Baptist Church – your communication choices:

I give permission for Didcot Baptist Church to contact me by:	
Email	Yes / No
Phone	Yes / No
Post	Yes / No

Confirmation:

Signed	Date
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Expiry notice: Information provided on this form will be held and considered to be valid as long as you have contact with Didcot Baptist Church, unless you advise us otherwise. A new form may be completed at any time.