

Bottesford Baptist Church

Contact details collection sheet(re data protection regulations)

<i>A seperate form is needed for each person and if under 16 years of age parental consent and signature is required.</i>			
<i>The personal information below is collected to allow the maintainance of lists that allow the church to plan activities, support each other and communicate appropriately.</i>			
Full Name and Address	Church friend / Visitor	YES/ NO	
	Church attender	YES/ NO	
	Coffee morning attender	YES/ NO	
	Music Group Attender	YES/ NO	
	CDT Member	YES/ NO	
	Church leader	YES/ NO	
email address	Home 'phone number		
	Mobile 'phone number		
<i>Individual consents for contacts using above information</i>			
Agree to contact by post re church activities	YES/ NO	Agree to receive email notice sheets	YES/ NO
Agree to contact by email re church activities	YES/ NO	Agree to receive email study notes	YES/ NO
Agree to contact by telephone re church activities	YES/ NO	Agree to name entry in prayer prompts (notice sheet)	YES/ NO
Agree to contact information being distributed among fellowship	YES/ NO		
<i>Signature</i>		<i>Date of completion</i>	
<i>If under 16 years of age parental signature required →</i>			

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Privacy Notice

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

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 computers which are encrypted and password protected. The files are accessed only by the church trustees. Your contact 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 friends'.

To enable us to provide adequate pastoral support to you and your family, the Minister/officers may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on a computer but the password will only be known by the Minister/officers. 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 speak to our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.

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