

DATA PROTECTION NOTICES – March 2018

church members.

Under Data Protection legislation the church Charity Trustees of Battle Baptist Church are the Data Controller and the Church Manager (Mr. John Southam) 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 a church office computer which is password protected and accessed only by the Ministers, Church Manager and Ministry Support staff. 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 Members Directory which will be distributed to all Church Members in hard copy as appropriate. 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 below. 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, one of the Ministers may record information which may be regarded as sensitive. This information may be stored (in password protected documents) on the church computer but the password will only be known by the Ministers. 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 Manager. 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.

adult church activity attendees.

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weekly newsletter email contacts.

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children attending a church activity.

Under Data Protection legislation the church Charity Trustees of Battle Baptist Church are the Data Controller and the Church Manager (Mr. John Southam) acts as our Data Protection Officer. We are collecting this information to enable the church to run the children's activity safely and ensure we can contact your (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 at our children's activity. The information your supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church office. Only the Ministers and the Holiday Club leaders will have access to this information. The forms will be destroyed once Holiday Club has finished 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 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 Manager and Ministry Support staff) 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 our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.

new (or potential) employee.

Under Data Protection legislation the church Charity Trustees of Battle Baptist Church are the Data Controller and the Church Manager (Mr. John Southam) acts as our Data Protection Officer. We are collecting this information to enable us to enter into a contract of employment with you. If you are unable to provide this information then we will be unable to enter into that contract. The information you supply in this form will be held on a church office computer which is password protected and accessed only by the Ministers and Trustees and will be destroyed six months after you leave our employment. We will be

undertaking performance appraisals as part of your employment and copies of the reports from these (along with all documents supplied as part of your application) will be kept in a password protected section of a church computer which can only be accessed by the Pastor / Church Manager as your Line Manager. If appropriate, information from these documents may be shared with other charity Trustees but will NOT be shared with anyone else without your consent. You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Church Manager. 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.