



Bovey Tracey Baptist Church
Hind Street
Bovey Tracey
TQ13 9HT
Reg. Charity No: 1131143

Privacy Policy

- 1. For Church Members / Regular Attenders**
- 2. For Children Attending Clubs and Groups**

1. Church Members / Regular Attenders

Under Data Protection legislation the Church Charity Trustees of Bovey Tracey Baptist Church are the Data Controller and the Church Coordinator 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 the church office computer which is password protected and accessed only by the Minister(s) and Church Coordinator. 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 Contacts Directory which is printed annually and distributed to regular church attenders. A copy is also 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. 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(s) and / or the Pastoral Team may record information which may be regarded as sensitive. This information will be stored securely and, where stored electronically, password protected. 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 Coordinator. 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 Church Coordinator or one of our Trustees. If you are still unhappy you have the right to complain to the Information Commissioners Office.

2. Children Attending Clubs and Groups (i.e. Holiday Club; Little Rainbows; Explosion Club; Friday Night Youth; Sunday Clubs & Sunday Studies)

Under Data Protection legislation the Church Charity Trustees of Bovey Tracey Baptist Church are the Data Controller and the Church Coordinator acts as our Data Protection Officer.

We are collecting this information to enable the church to run clubs and groups safely and ensure we can contact you (parent / guardian / 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 club / group.

The information you supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church. Only the Minister(s), the Church Coordinator and the Club / Group Leaders will have access to this information.

The consent forms will be destroyed once Club / Group has finished or your child has left the group unless you have ticked the box on the consent form 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 our Church Coordinator or one of our Trustees. If you are still unhappy you have the right to complain to the Information Commissioners Office.

May 2018