
Downton Baptist Church: Keeping in touch

PRIVACY NOTICE

Under Data Protection legislation the church Charity Trustees of Downton Baptist Church are the Data Controller and can be contacted by ringing 01725 512971 or emailing office@downtonbaptist.org

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 Ministers, the Trustees and Church Administrator. 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".

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 will 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.

If you serve Downton Baptist Church as a member of staff or in a key role then we will pass on your name and contact details to the Baptist Union of Great Britain and/or the Southern Counties Baptist Association (of which we are members) to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

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 office. 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 Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office

CHURCH DIRECTORY

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 non-members who consent to being included, and 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. We will only include you if you give your specific consent for us to do so.

If you are happy for your details to be included please indicate where asked to do so overleaf. You can ask for all or any of your details to be removed (or amended) at any time.

CHURCH EMAIL LISTS

If you would like to be included on any of the following email circulation lists please indicate overleaf

Church Members Email list: This is used by the Ministers and Deacons to circulate official church information (church meeting agendas, details about forthcoming events, Newsletter etc.) to members and regular attenders.

Congregation Email list: This is for members and regular attenders and others connected with the church. It is used to provide information about events and activities which others might be interested in.

COMPLETING THE FORM: Please read carefully

- You can provide us with as much or as little information as you like but whatever you include on this form can be included in the Church Directory – unless you indicate otherwise.
- If you are happy to have your name and contact details in the Church Directory then please sign in the space provided.
- Everyone aged 16 or over will need to complete a form.
- Completed forms should be returned to the Church office.