



Tove Valley Baptist Fellowship

## PRIVACY NOTICE

Under Data Protection legislation the church Charity Trustees (Pastors, Youth Children and Families Team Leader, Elders and Deacons) of **Tove Valley Baptist Fellowship** are the Data Controller and the Church Secretary acts as our Data Protection Officer.

We are collecting this information (your name, address and contact details) 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 held by the church secretary on a computer which is password protected. The assistant secretary will hold a duplicate of this information to enable smooth running of the church in the absence of the church secretary.

The Church Treasurers and Tove Valley Centre treasurer will hold details of your financial contributions to the church and building project. This information is not shared with any other members of the leadership team.

To enable us to provide adequate pastoral support to you and your family, one of the Pastors, Youth Children and Families Team Leader or Elders may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the pastor's or elder's computer. This password will not be shared. 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

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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 on our Church Address List which will be distributed by email to all Church Members and Friends who have consented to be included on the list and in hard copy as appropriate. We will not give copies of the Church Address List to anyone else. You can ask for your details to be removed at any time.