



TOVE VALLEY BAPTIST FELLOWSHIP
Youth Club / Holiday Club
PRIVACY NOTICE

Under Data Protection legislation the church Charity Trustees (Pastors, 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, your child/ren's allergies and medication) to enable the church to run Youth Activities safely (Youth Club/Holiday Club/Footy, Faith & Football etc) and to ensure that we can contact you (or other nominated adult) in case of 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 Youth Activities.

Your name and contact details will be held by the Youth Children and Families Team Leader and their administrative assistant on a computer which is password protected.

The information you supply in paper form will be held in a folder by the Leaders of the Youth Activities your child is part of, kept in a securely locked cabinet.

The forms and data on the computer will be destroyed once your child has left the Youth Activity 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 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 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

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.