



Tove Valley Baptist Fellowship

PRIVACY STATEMENTS

Tove Valley Baptist Fellowship January 2024

Privacy Notice for collecting information on Churchsuite.

Under Data Protection legislation the church Charity Trustees of Tove Valley Baptist Fellowship are the Data Controller and can be contacted by ringing 01327 204801 or emailing secretary@tvbf.co.uk

We are collecting this information to enable the church to keep in touch with Church Members and friends and provide information and 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, Churchsuite, only with your express permission and with accessibility for you to change or remove any information or contact permission. The information is password protected and accessed only by the Minister, Church Secretary and Church Administrator. Your contact details can be removed or changed by you or at your request at any time.

If you serve Tove Valley Baptist Fellowship as a member of staff or as a Trustee, then we will pass on your name and contact details to the Baptist Union of Great Britain and/or the Central 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.

To enable us to provide adequate pastoral support to you and your family, one of the Ministers/pastoral team 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 Minister/pastoral team. 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 Trustee. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

Privacy Notice for collecting information about children attending a Holiday Club

Under Data Protection legislation the church Charity Trustees of Tove Valley Baptist Fellowship are the Data Controller and can be contacted by ringing 01327 204801 or emailing secretary@tvbf.co.uk

We are collecting this information to enable the church to run the Holiday Club safely and ensure we can contact you (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 Holiday Club.

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 office. Only the Ministers and the Holiday Club leaders will have access to this information.

The information will be kept for three years from when the form was completed unless a safeguarding incident or concern is raised in which case it will be held for 75 years. If you have



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ticked the box asking to keep you informed about future activities, we think your child might be interested in attending 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 Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

Privacy Notice when collecting information via your website.

Under Data Protection legislation the Church Secretary of Tove Valley Baptist Fellowship is the Data Controller and can be contacted by ringing 01327 204801 or emailing secretary@tvbf.co.uk If you complete this 'Contact Us' form, we will only retain your name and details for as long as is necessary for us to deal with your enquiry. We will NOT pass on your details to anyone other than the person (or people) in our church who are best able to deal with your enquiry.

If you are concerned about the way your information is being handled, please speak to our Data Controller. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

Privacy Notice on a form requesting details from a new (or potential) employee.

Under Data Protection legislation the church Charity Trustees of Tove Valley Baptist Fellowship are the Data Controller and can be contacted by ringing 01327 204801 or emailing secretary@tvbf.co.uk

We are collecting this information to enable us to enter a contract of employment with you. If you are unable to provide this information, then we will be unable to enter that contract.

The information you supply in this form will be.

- Held on the church office computer which is password protected and accessed only by the Ministers, Church Secretary and Church Administrator.
- Destroyed six years after you leave our employment or six months from our last contact with you if you were unsuccessful in an application for a role with us.

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 our church computer which can only be accessed by the [Senior] Minister 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 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 Commissioner's Office.



Privacy Notice for recording and uploading or live streaming church services and events.

Under Data Protection legislation the church Charity Trustees of Tove Valley Baptist Fellowship are the Data Controller and can be contacted by ringing 01327 204801 or emailing secretary@tvbf.co.uk

We are collecting your personal information for the purpose of recording and uploading, or live-streaming services from our church, online, to reach out to those who are unable to attend in person, or who wish to participate in our services remotely.

The categories of personal data we collect are as follows:

- We may capture your image whilst filming the church service.
- By taking part in the service this may indicate your religious belief and this will be treated as special category data.

For these purposes we collect and use personal data using consent.

You may withhold your consent by sitting in a film-free area of the church i.e. the back two-thirds of the seating space. Any participation at the "stage" area will be on camera. We can pause live stream if required. Please note that, once live-streaming or filming has started, consent cannot be withdrawn, and your data will be on the internet.

You may be asked to give consent for your child's image to be taken and processed by the church in the manner and for the purposes described above.

The original images will be stored securely and used in line with our data protection policy. For more information about how your personal data will be used by us, please visit www.TVBF.co.uk

If you would like to see your images or 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 Commissioner's Office.

Cookies Policy

About Cookies

Our website uses cookies. Cookies are small files which websites store on your computer, and which contain various types of information about your visit to a website. Although cookies do not normally contain information about you personally, they can record information about how you browse the internet. Once you agree, a small file is added to your computer's hard drive which allows web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Cookies on our website

Generally, we use cookies to help us administer this website and to improve the website's usability. We may also use cookies to identify which pages are being used most frequently. This helps us analyse data about webpage traffic and improve our website to tailor it to user needs.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you would prefer. You should consult the documentation of your web browser for advice on how to do this. Please note that restricting or disabling cookies may impact the functioning of parts of our website.

Cookies normally expire after a length of time which can vary from a few minutes to more than a year. Some cookies are 'session cookies' which are deleted when you close your internet browser or after a period of inactivity. Others are 'persistent cookies' which remain on your computer until their expiration date.



Third Party Cookies

We also use the following third-party social media and service providers to help us understand how users interact with our website. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

Currently we use: YouTube, Google Analytics, WIX website analytics and Churchsuite.