

## **Church Privacy Notice**

### **To include on a form for collecting information from church members**

Under Data Protection legislation the church Trustees or directors of Saffron Walden Church are the Data Controller and in order to help you to exercise your rights in relation to your data we have designated our administrator as our first point of contact. You can contact the administrator if you have any enquiries relating to this statement or how we use information about you, including if you would like us to stop contacting you.

We are collecting this information for general administration of the church e.g. pastoral care, preparation of rotas, maintaining financial records, keeping you informed of church related activities, attendance records and to share prayer needs 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 a cloud hosted, web-based church database software which is password protected and accessed only by the Pastor, Church leadership, administrator and trustees. Your contact details will be removed from the database once you are no longer a member of the congregation.

We would like to include your name and contact details in our Church Directory which will be distributed electronically (or paper copy as appropriate) or through the My Church Suite app to all members of the congregation. We will not give copies of the Church Directory or provide access to the My Church Suite app to anyone else. If you are happy for your details to be included please indicate where asked to do so on the church directory request form. You can ask for your details to be removed at any time.

Copies of letters and emails that identify you personally (e.g. via your email address) will be deleted from the church's systems after five years, unless they are required for legitimate ongoing church business, statutory, or insurance purposes.

To enable us to provide adequate pastoral support to you and your family, a member of the leadership, pastoral team or home group leader may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the relevant person's computer. 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 by submitting a 'Subject Access Request' to the administrator (the designated first point of contact). 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 administrator (the designated first point of contact). If you are still unhappy you have the right to complain to the Information Commissioners Office.

The Church Administrator can be contacted by e-mail:  
admin@waldencommunity.org.uk