

**Saffron Walden Community Church**  
**Data Privacy Notice for Groups & Clubs**

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.

The information we collect enables the Church to run the groups and clubs safely and ensures we can contact you (or another 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 you will not be able to attend the relevant group.

The personal data you supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church office and / or electronically in password protected files or on our cloud-hosted, web based church management system. Only the church leadership, trustees, administrator and staff of the relevant group will have access to this information.

Our insurers require us to hold this information for up to 50 years; after this it will be securely destroyed. We may also use it as a circulation list to contact you about future relevant church and activities, if you have given your permission for us to do so. If this is the case, we will use your details for the sole purpose of notifying you of such events. We will NOT pass on this information to anyone else except for insurance purposes or as required by law. You can ask to be removed from this circulation list at any time.

In addition, we may collect and use further information necessary to running the relevant activity, or for insurance purposes, such as attendance registers, accident / incident log / first aid actions.

You have the right to ask to see any information we hold about you (or your child) by submitting a 'Subject Access Request' to the administrator (the church's designated first point of contact). You also have the right to ask for information which you believe to be incorrect to be rectified.

With your permission, we may take photos / video at the group's events. Such images / footage may be used on the church website, social media, and press releases. Any images / footage we hold will be retained for up to two years after which they will be deleted unless we have asked your permission to keep them for a different period of time.

You have the right to withdraw your consent for us to hold and use these images at any time without detriment to you. Copies held by the press, or the public are beyond our control.

If you are concerned about the way your information is being handled please speak to church's administrator (the church's designated first point of contact). If you are still unhappy you have the right to complain to the Information Commissioner's Office.

The Church Administrator can be contacted by e-mail:  
[admin@waldencommunity.org.uk](mailto:admin@waldencommunity.org.uk)