

Regular Attenders Privacy statement

This privacy statement explains the different types of information we may hold about you, what we do with it and your rights under the Data protection legislation.

Under Data Protection legislation the church Charity Trustees of Truro Baptist Church are the Data Controller and the Church Secretary acts as our Data Protection Trustee and can be contacted by calling 01872 241984 or emailing churchsecretary@trurobaptist.co.uk

Contact information: We collect this information 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 entered into our church database which is held on the church office computer which is password protected and accessed only by the Pastors, Church Secretary and Church Administrator. Your contact details will be removed from the database once you stop worshipping regularly at the church for more than one year, or if you ask us to remove your details.

Church Directory: We would like to include your name and contact details in our Church Directory which will be distributed by email to everyone included in the Directory and in hard copy as appropriate. A copy will also be kept in the church office. We will not give copies of the Church Directory to anyone else. We will issue an updated Directory twice a year and ask people to destroy old copies, although we cannot guarantee that this will be done. If you are happy for your details to be included please indicate where asked to do so below. You can ask for your details to be removed at any time.

Pastoral care: To enable us to provide adequate pastoral support to you and your family, one of the Pastors may record information which may be regarded as sensitive. This information will be stored in password protected documents on the relevant Pastor's encrypted computer or in anonymised written notes. This information will NOT be disclosed to anyone else without your consent.

Photos and Films: From time to time we take photos and make films during church services and at events we organise to use in our published and electronic publicity. Some of our publicity is produced in-house and some is prepared by a third party with whom we would share your photo in order to produce the publicity. They would not use your image for any other purpose. If you are happy for your photo/filmed image to be used in this way please indicate this on the consent form. You have the right to ask to see a copy of the photo or film containing your footage and to ask us to stop using them at any time.

Membership: If you are a member of Truro Baptist Church (see Vision and Values document for more details) a record of your name, when you became a member and when you stop being a member is kept on the Church Secretary's password protected computer files. Our constitution requires that we keep this information. For historic purposes we also maintain a list of names and dates of those who have been in membership of the church in the past.

Prayer requests: If you ask us to share a prayer request with the church we will make sure we have your permission before communicating it via all or some of the following means of communication: the email contact list comprising the Church Directory contacts, the closed Facebook group or weekly church notice sheet. For more confidential prayer requests we will share it only with those

you specify or the Pastoral team and the intercessory group. We will delete old requests from our computer records.

DBS checks: If you volunteer to work with children or adults in need of care and support at Truro Baptist Church we will have a legal duty to carry out a DBS check first – we need to collect and store data about you for this purpose and we will inform you in more detail about this when we process the check.

Gift aid: If you are a UK tax payer we would encourage you to complete a gift aid form so we can reclaim your tax from the government. We will take your contact information and share it with HMRC in order to reclaim the tax. All gift aid information is stored in a locked cabinet in the church offices or on the Treasurer's password protected computer. We will keep gift aid records for six years as required by HMRC before destroying our records.

Data sharing we will not share your information with any other organisation without your consent.

Under 16s if you are the parent or guardian of an under 16 year old, please complete the consent form on their behalf.

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 Commissioners Office.
