



## **Data Protection Privacy Statement for Kingsteignton Community Baptist Church**

Under Data Protection legislation the Minister, deacons and elders of Kingsteignton Community Baptist Church together are the Data Controller and the Church Minister acts as our Data Protection Officer.

We are collecting 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 minister's laptop computer on a dedicated user account which is password protected and accessed only by the Minister, and on the church secretary's computer at a separate location and which is also password protected. Your contact details will be removed from the database once you are no longer involved with the church – unless you ask to remain so you can be contacted socially.

We would like to include your name and contact details in our Church Directory which will be distributed by email to all those on the list and in hard copy as appropriate. We will not give copies of the Church Directory to anyone else. If you are happy for your details to be included please add your details when a new list is compiled. You can ask for your details to be removed at any time.

To enable us to provide adequate pastoral support to you and your family, the Ministers may record information which may be regarded as sensitive. This information will be stored only in handwritten form and kept in a secure location. 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 written 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 Commissioners Office.