

Privacy Notice for Church members, regular, past and new attendees, and events.

“Under Data Protection legislation the church Charity Trustees of Ruislip Baptist Church are the Data Controller, and the Church Secretary 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 church office computers and other electronic devices which are password protected and accessed by the Ministers, Church Administrator, Staff members, Church Secretary, Church Treasurer, Assistant Treasurer and volunteers authorised by those persons. Your contact details will be removed from the database once you are no longer a member of the church or cease to attend church regularly – unless you ask to remain as one of our “church friends”. If you are a member we would like to include your name and contact details in our Church Directory which will be accessible to all Church Members. A copy will also be kept in the church office. 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 or the Pastoral coordinator may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on a church computer and the password will only be known by the Ministers or the Pastoral coordinator. 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 Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.”

Privacy Notice for Youth and Children

“ Under Data Protection legislation the church Charity Trustees of Ruislip Baptist Church are the Data Controller, and the Church Secretary acts as our Data Protection Officer. We are collecting this information to enable the church to run Children and Youth activities 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 the activity. The information you supply will be held in paper or electronic form in a folder or on the electronic devices which will either be kept in a securely locked cupboards in the church office or be password protected if on electronic devices. Only the Ministers, Church Administrator and the Activity leaders will have access to this information. The forms will be destroyed once the activity has finished unless you have ticked the box asking us to keep you informed about future activities we think your child might be interested in attending. If this is the case 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 Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.”