

TOTTLEBANK BAPTIST CHURCH PRIVACY STATEMENT



Under Data Protection legislation the church Charity Trustees of Tottlebank Baptist Church are the Data Controller and can be contacted by emailing tbc_enquiries@tottlebank.org.uk

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 held on a computer which is password protected and accessed only by the Church Secretary. If you leave the church you can ask for your contact details to be removed from our records.

If you serve Tottlebank Baptist Church as a member of staff or in a key role then we may pass on your name and contact details to the Baptist Union of Great Britain and/or the North West Baptist Association (of which we are members) to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

To enable us to provide adequate pastoral support to you and your family, our Ministerial Support may record information which may be regarded as sensitive. This information will be stored on their password protected computer but the password will only be known by the Ministerial Support. 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.

We would like to include your name and contact details in our Church Directory which will be distributed by email to members of the Church family and in hard copy as appropriate. A copy will also be kept in the locked filing cabinet in the vestry. We will not give copies of the Church Directory to anyone else. If you do not want your details to be included, please let us know.

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 Commissioner's Office.

For Website Contact Us page

If you complete the 'Contact Us' form on this website we will only retain your name and details for as long as is necessary for us to deal with your enquiry. We will NOT pass on your details to anyone other than the person (or people) in our church who are best able to deal with your enquiry.