



CHURCH DATA PROTECTION - PRIVACY NOTICE

How Ebenezer Baptist Church - Mold ("we") use your information:

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

Why do we collect and use your information?

We collect and use your information to contact you to send you our Notice Sheet and other communications regarding our activities, to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law regarding data sharing. We do not share your information with others except as described in this notice.

We would like to send you information about our events and activities by post, telephone, email and IM. If you agree to being contacted in this way please add your Name, Date and Tick the relevant boxes and return the form to **Allan Peters**.

ONLY COMPLETE THIS FORM IF YOU ARE 18YRS OLD OR OVER.

Name: **Date:**/...../.....

Post Email Phone IM [i.e. Instant Messaging e.g. Text; Whatsapp]

The categories of information that we may collect, hold and share include:

- Personal information (such as name, telephone/mobile numbers, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth)

Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. We will contact you periodically to check that the information we are holding is accurate and that you agree to us holding it.

Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact **Allan Peters**.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing.

- object to decisions being taken by automated means.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, please contact **Allan Peters**.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Contact: If you would like to discuss anything in this privacy notice, please contact:

Allan Peters (email: secretary@ebenezymold.co.uk)

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Church Directory . . . this is being treated as a special case:

Notwithstanding the information previously given in this document we do have a church directory, hardcopies of which in booklet form are made available within the church fellowship. Distribution is restricted to church members and others who regularly attend the church services. The directory is not given to third parties and is not put on display in the church.

The Personal information such as name, telephone/mobile numbers, address and email address, name of spouse and children may be included in the directory but only the information that has been specifically asked to be included by the individual person or individual family has been used or will be used to compile the directory.

The Directory data will be stored securely electronically but the Directory will NOT be distributed electronically; only hardcopies will be distributed to church folk as noted above.

When a hardcopy of the directory is taken from the church by a church member and/or regular church attendees, please be aware that we will have no further control over it.

The Directory is revised periodically (usually every one or two years).
When a revised directory is available we ask that you destroy the previous version (the paper shredder in the church may be used). We ask that you do not dispose of it as recyclable waste or general waste.

**If you agree with the following statements please tick the box.
If you do NOT agree with the following statements leave the box blank and we will either, not enter your data in the directory or if it is already in the directory we will remove it from the next issue of the directory.**

I have read and understood the above information with regard to the church Directory and I want the data I have provided to be included in the church directory.
I will not make copies of the directory and will not give the information contained therein to third parties.