



PRIVACY STATEMENT RAINHAM CHRISTIAN FELLOWSHIP

CREATED 04/18

Under Data Protection legislation and for the purposes of this document, the Trustees of **Rainham Christian Fellowship** act as the **“Data Controller”** and the Church Secretary acts as our **“Data Protection Officer”**.

We are collecting personal 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 in line with the church’s legitimate interest, as regarded by the Data Controller.

Your name and contact details will be entered into our church’s electronic records which are held on the church office computer (password protected), with a copy on a USB drive (also password protected) and accessed only by the Trustees, primarily the Church Secretary. Any paper copies of the records will be kept in a locked filing cabinet. Your contact details will be removed from the record if you are no longer considered to be a regular attender of church services or groups, or if you resign from official church membership – unless you explicitly ask to remain as a “church friend”.

To enable us to provide adequate pastoral support to you and your family, one of the Leaders may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computer or in a locked filing cabinet and will only be accessible by church leaders. 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. You can ask for your details to be removed 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 unhappy with the response, you have the right to complain to the Information Commissioners Office.

If you are happy for your details to be held in the way described above, please complete the information asked for below.

Name:

Address:

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Telephone Number(s):

Signed.....

Date.....