

Calne Baptist Church - Keeping in touch

INTRODUCTION

To enable the church to keep in touch with you and provide pastoral support and other services as appropriate we need to comply with current Data Protection legislation. This allows us to process personal information as we regard it as being in the church's legitimate interest.

If you consent, your name and contact details will be entered into our church database which is securely password protected and accessed only by the Minister(s), Church Secretary and Church Database Administrator. Your contact details will be removed from the database once you are no longer a member of, or are no longer in regular attendance at the church – unless you ask to remain as one of our "church friends".

To enable us to provide adequate pastoral support to you and your family, the Minister, on rare occasions, may record information which may be regarded as sensitive. This information will be stored securely. 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 any 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 Trustee](#). If you are still unhappy you have the right to complain to the Information Commissioners Office at <https://ico.org.uk/>.

Under Data Protection legislation the church Charity Trustees of Calne Baptist Church are the Data Controller and can be contacted by emailing dc@calne-baptist.org.uk or ringing the Church Secretary 01249-814499.

CHURCH DATABASE & DIRECTORY

We would like to include your name and contact details in our Church Directory which will be distributed in paper form or by email to all members of the congregation who also have given consent to be entered in the directory.

A copy will also be kept in the church office. We will not give copies of the Church Directory to anyone else. We will only include you if you give your specific consent for us to do so. If you are happy for your details to be included please indicate where asked to do so in the form overleaf. You can ask for all or any of your details to be removed (or amended) at any time.

If you wish you can be entered into the Church Database only, allowing the church to be able to contact you. To do this complete and sign only the General Consent section.

COMPLETING THE FORM (designed for up to two adults & their children, those over 16 should complete Section 1,2,3 of their own copy of the form): Please read carefully:

- **General Consent - Section 1:** Please complete the form overleaf giving names and contact details as appropriate.
You can provide us with as much or as little information as you like.
- **Directory Consent - Section 2:** If you want your name and contact details in the Church Directory then please complete and sign this section. **If you don't want to be in the Directory please don't complete this section!**
- **Church Email Lists – Section 3**
Church Email list: This is used by the Ministers and Deacons to circulate official church information (church meeting agendas, details about forthcoming events etc.) to members and regular attenders.
Newsletter Email list: This is for those who want to receive a pdf copy of the newsletter/notice-sheet each week (ensuring you receive one even when you are away).
- **Under 16s - Section 4:** Names will be included in the published directory if at least one parent/guardian has given their consent for them to be included, otherwise they will only be entered in the church database.
Please give the dates of birth of any children or young people who are under 16.
- **Everyone aged 16 or over** will need to sign their own copy of **Section 1, 2&3** (as applicable) of the form to indicate that they are happy to be included, if they so wish.

Please return completed forms to the Church Secretary or Church Database Administrator or submit online

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Section 1: General Database - Consent to an entry into the Church Database ONLY										
Name										
Address										
Town				Postcode						
Phones	Landline			Mobile						
Email										
Date of Birth*				*You do not need to include this information, but if you do, it will make it easier for us to make our annual return to the Baptist Union.						
I give my consent for the personal information above to be included in the church DATABASE				Signature	Date					
Section 2: Published Directory - Consent to selected data in the published Church Directory										
I give my consent for the following data to be included in the church directory. (Please mark the white boxes "Yes" to Include and "No" to Exclude). We do not publish Dates of Birth.										
Name:		Address:		Landline:		Mobile:		Email:		Signature
Section 3: Please indicate (tick the box) which email list(s) you would like to be included in (if any):										
Church List		<input type="checkbox"/>	Newsletter List		<input type="checkbox"/>					

Section 1: General Database - Consent to an entry into the Church Database ONLY										
Name										
Address										
Town				Postcode						
Phones	Landline			Mobile						
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Date of Birth*				*You do not need to include this information, but if you do, it will make it easier for us to make our annual return to the Baptist Union.						
I give my consent for the personal information above to be included in the church DATABASE				Signature	Date					
Section 2: Published Directory - Consent to selected data in the published Church Directory										
I give my consent for the following data to be included in the church directory. (Please mark the white boxes "Yes" to Include and "No" to Exclude). We do not publish Dates of Birth. Do not leave any white box blank.										
Name:		Address:		Landline:		Mobile:		Email:		Signature
Section 3: Please indicate (tick the box) which email list(s) you would like to be included in (if any):										
Church List		<input type="checkbox"/>	Newsletter List		<input type="checkbox"/>					

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There is enough space on this form for two persons/parents/guardians. Under 16's should be entered in Section 4 overleaf. Over 16's should complete their own copies of the consent form (Sections 1&2&3).

Section 4: Children and Young People under 16: Just give their name(s) and date of birth			
Name	Date of Birth	Name	Date of Birth
I consent to the children entered above being included in the church published directory. Do not sign this if you do not want your children's names published.			Signature

PRIVACY STATEMENT (General Consent Form)

Under Data Protection legislation the Charity Trustees of **Calne Baptist Church** are the Data Controller and can be contacted by emailing dc@calne-baptist.org.uk or ringing the Church Secretary 01249-814499.

In this form we are asking you to consent to Calne Baptist Church holding your personal data for one or more of the data processing purposes listed.

When we have your consent to hold your data:

- We will use it only for the purposes you have given your consent to.
- We will NOT pass on your details to anyone outside of Calne Baptist church without your express consent.
- If you have consented to have your data in the published form of the Church Directory we will only share your data with others who have given similar consent.
- We will use your data to share church information, activities and events with you by blind copy (BCC) email, that are of interest to CBC so as to maintain the privacy of those members who do not wish to appear in the published form of the directory.
- If you have not consented to have your data in the church database or the published form of the directory we will not be able to share church information, activities and events with you by email.
- Various groups at CBC may consent among themselves to share their email addresses with each other for the purpose of pursuing the aims of their group together.
- If you exercise any of your rights under data protection law, we must respond as quickly as possible. This must be no later than one calendar month, starting from the day after we receive the request.
- At any time you may make a request for your data to be deleted from one or more of our databases.
- At any time you may make a request to see the data held about you, and we must respond within one month.
- At any time you may make a request for your data to be corrected if you believe them to be inaccurate.
- At any time you may change the terms of your consent.
- At any time you have the right to obtain your data from us in an accessible form. We will respond to this request with your data delivered in a portable form.
- 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 Commissioners Office at <https://ico.org.uk/>.

Please keep a copy of this form for your own records.

Please return completed forms to the Church Secretary or Church Database Administrator or submit online