Personal Details and Contact Permission Form:

QE Park Baptist Church & Community Centre

Permission to hold Personal Information

I have read the Privacy Notice overleaf. I agree to storage of my Personal Information, as defined below, within the church's systems. I may revoke permission at any time.			
Name		**Title**	
Home Address			
Phone number(s)	**Home:** **Mobile:**	**Church Member?**	**Yes/No**
Is there any other information (e.g. Health Issues or Allergies) about which you wish to inform us?			
Signed		**Dated**	

Email communication permissions

I have read the Privacy Notice overleaf. I consent to my email address being stored for the purpose of being contacted for the following reasons:			
Name		**Email address**	
Church Notice Sheet: used by the **Church Administrator** to communicate information about church services and group activities. Also used to circulate details of special events.			Yes/No
Ministers' Communications: used by the **ministers** and **Church Administrator** to communicate official church information to church members and regular attendees.			Yes/No
Children's & Families Communications: used by the **Children's & Families Worker** to communicate relevant information to parents and guardians.			Yes/No
Community and Social Group Communications: used by the **church staff** to communicate information about community and social group activities, and details of special events.			Yes/No
Signed		**Dated**	

Website login and visibility of personal details

I request to be able to log into QE Park Baptist Church website. I understand that my name will be visible to other users.			Yes/No
I agree to my **email address being visible** to other website users**.**	Yes/No	I agree to my **phone number being visible** to other website users**.**	Yes/No
Photographs: I agree to my digital image being visible on the Church Website or in church administered social media content, as part of a group of event participants.			Yes/No
WhatsApp Groups; Multiple WhatsApp Groups are open to church members, regular attenders and others connected with activities run by the church. To be added to any WhatsApp group, you must provide your mobile phone number on this form. You will not be automatically added to any group but your mobile number will be visible to other members of the same group. Speak to a Church Leader or Church Administrator to discuss what is available. You will be able to remove yourself from these at any time.			

Privacy Notice version 0.3

QE Park Baptist Church is registered with the ICO. The registration reference is ZA406254.

Role of the Church Trustees

Under this legislation, the church Charity Trustees of QE Park Baptist Church are the Data Controller and can be contacted by ringing 01483 235185 or emailing admin@qeparkbaptist.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 capture, retain and process this information, with your agreement, if we regard it as being in the church's legitimate interest.

Data Protection guidelines for the public are published on the Information Commissioner's website at https://ico.org.uk/for-the-public/.

Data Storage and Usage

According to permission granted to us, your name and contact details will be entered into QE Park Baptist Church's systems, such as (but not limited to): Hubb - the Church website, the church's email system and staff computers. The church's systems are password protected and accessed only by QE Park Baptist Church staff. As a manual back-up, paper copies will be retained in a locked filing cabinet, accessed only by staff.

To enable us to provide adequate pastoral support to you and your family, the Minister may record information which may be regarded as sensitive. Personal sensitive information will be stored under a higher level of security. This information will NOT be disclosed to other persons or third parties without your consent.

Subject Access, Data Correction and Deletion

You have the right to ask to see all information we hold about you by submitting a 'Subject Access Request' to the Church Administrator. You have the right to request the correction of inaccurate information.

You also have the right to request deletion of some, or all, of the information we are storing.

Your contact details will be removed once you are no longer a church member or a regular attendee. However, in certain circumstances, for the purpose of Safeguarding, we may retain your data for longer.

Raising Concerns

If you are concerned about the way your information is being handled, please speak to a Trustee, who may be found at https://www.qeparkbaptist.org.uk/Groups/309710/Church_Leaders_and.aspx

If your concern is not resolved, you have the right to raise a complaint to the Information Commissioner https://ico.org.uk/make-a-complaint/data-protection-framework/ .

Completing the form; Please read carefully

- 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.
- Completed forms should be returned directly to the Church Administrator or one of the Ministers.